

## **GARAGE FACILITY INSPECTION CHECKLIST**

### **GENERAL HOUSEKEEPING CHECKLIST**

Bi-Weekly Inspection

Inspected by: Angela May

Date:

Submitted to (Manager): Greg Beckham

Time:

Facility: **Motor Pool**

<b>Inspection Item</b>	<b>Action Needed</b>	<b>Date Corrected</b>
Walking and working surfaces in good condition?		
Are all walking or working surfaces free of tripping/slipping hazards?		
Work area free of trash/debris?		
Are aisles well marked and kept clear?		
Are work benches clean and orderly?		
Is waste material properly stored and regularly disposed of (used oil, antifreeze, etc.)?		
Is the storage of combustibles in the work area held to a minimum to avoid fire hazard?		
Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?		
Are the flammable containers properly closed/covered to control vapors?		
Are all flammable/combustible containers properly labeled/identified?		

Are all chemicals labeled?		
Is storage of materials neat and orderly?		
Is storage of new/used parts neat and orderly?		
Are all containers properly labeled?		
Is trash removed at the end of each shift/day and area cleaned?		
Does the parking lot need to be swept?		
Are all lids on trash receptacles?		
Is the daily housekeeping log signed each day since last inspection?		

\*There will be a re- inspection the following day.