

**Store**

|                    | Response | Notes                                                                                                     |
|--------------------|----------|-----------------------------------------------------------------------------------------------------------|
| Flooring           | Yes      | Are the floors free from gum, debris, or spills?<br>Produce has some spots                                |
| Glass              | NA       | Is the glass free from smudges, dust, or other debris?                                                    |
| Tables and Desks   | NA       | Is the store free from dust or debris under racks or tables, or behind mirrors leaning against the walls? |
| Tables and Desks   | NA       | Are the shelves and tables free from dust?                                                                |
| Carpet Mattings    | NA       | Are the rugs free from debris?                                                                            |
| Fitting Rooms      | NA       | Do the fitting rooms look clean?                                                                          |
| Restroom Cleaning  | Yes      | Do the restrooms look and smell clean?                                                                    |
| Breakroom/Offstage | Yes      | Does the breakroom look and smell clean?                                                                  |
| Office             | Yes      | Is the weekly office cleaning being done - empty trash/recycling. Sweeping the floor?                     |
| Hallways           | Yes      | Does the hallway along restrooms, break room and offices look clean?                                      |
| Elevators          | Yes      | Where present - are elevators clean; including walls, edges and corners?                                  |
| Escalators         | NA       | Where present - are escalators clean; including handrails, edges and corners?                             |
| Stairs             | NA       | Where present - are stairs clean; including handrails, edges and corners?                                 |

**Employee**

|                        |    |                                                                                          |
|------------------------|----|------------------------------------------------------------------------------------------|
| Vacuum                 | NA | Are backpack vacuums being used for cleaning under tables/tracks, and for spot-cleaning? |
| Dusters                | NA | Are extension dusters being used for shelves and high glass?                             |
| Mops                   | NA | Are glass mops and squeegees being used for cleaning mirrors?                            |
| C0062 - Citrus Express | NA | Is the citrus express chemical being used for gum that cannot be removed with a scraper? |

**Mechanical Room**

|           |    |                                                                             |
|-----------|----|-----------------------------------------------------------------------------|
| Equipment | NA | Is the equipment in good working condition? If not, please report to Steve. |
|-----------|----|-----------------------------------------------------------------------------|

|                      |    |                                                                                                                                                               |
|----------------------|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scrubber             | NA | Please verify the scrubber tab number or serial number by adding to Notes.                                                                                    |
| Backpack Vacuum      | NA | Please verify the backpack vacuum tag number or serial number by adding to notes.                                                                             |
| <b>Supply Closet</b> |    |                                                                                                                                                               |
| Supply Closet        | NA | Are any supplies running low or in bad condition? If so please report to Steve for more supplies.                                                             |
| Supply Closet 2      | NA | Have paper towels/toilet paper/disinfectant/trash bags, etc. been ordered from the store manager? If no, please advise why and when the order will be placed. |

## Work Place Safety Inspection--Store

|                  |     |                                                                                            |
|------------------|-----|--------------------------------------------------------------------------------------------|
| Equipment        | Yes | Is all equipment stored in its proper place - not blocking walkways, doors, or fire lanes? |
| Safety Box       | Yes | Is the Safety Box in the store?                                                            |
| Safety Box 2     | Yes | Are the SDS Sheets inside the Safety Box?                                                  |
| Safety Box 3     | Yes | Is the Site Log inside the Safety Box?                                                     |
| Safety Box 4     | Yes | Are there dust masks available for the employees to use?                                   |
| Safety Box 5     | Yes | Are there ear plugs available for the employees to use?                                    |
| Safety Box 6     | Yes | Is there a first aid kit in the Safety Box?                                                |
| Safety Box 7     | Yes | Are there gloves available for the employees to use?                                       |
| Eye Wash Station | Yes | Is there an eye wash station for the employees to use?                                     |
| Safety Cones     | Yes | Are there wet floor signs/cones available for use?                                         |
| Danger Tape      | Yes | Is Danger Tape available for projects?                                                     |
| Chemicals        | Yes | Are all chemicals on the shelves in their proper locations?                                |
| Chemicals 2      | Yes | Are all chemicals on the shelves in their proper locations?                                |

|                |     |                                                                                                                                                          |
|----------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chemicals 3    | Yes | Are all chemicals properly marked?                                                                                                                       |
| Scrape Sticks  | NA  | Are the scrape sticks stored in a safe manner, and are the blades secured properly?                                                                      |
| Power Cords    | Yes | Are the power cords on all vacuums, extractors, air movers, and extension cords in good condition (ground terminal in place, no frays or broken casing)? |
| Propane        | Yes | If used at this location, is propane being removed from the store each day after use?                                                                    |
| Propane Cage   | Yes | If used at this location, is the propane cage locked when left unattended?                                                                               |
| Propane Cage 2 | Yes | If used at this location, is access to the propane cage clear and free of danger, such as ice and snow?                                                  |

## Work Place Safety Inspection--Employee

|                |     |                                                                                                                                                                               |
|----------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Footwear       | NA  | Are the employees using approved shoes and attire? <input type="checkbox"/>                                                                                                   |
| SDS Sheets     | Yes | Do all of the employees know where the SDS Sheets are and how to use them?                                                                                                    |
| PPE            | NA  | Are the employees using the PPE?                                                                                                                                              |
| Proper Lifting | Yes | Are the employees implementing proper lifting procedures?                                                                                                                     |
| Operation      | Yes | Are the employees operating the equipment in a proper and safe manner?                                                                                                        |
| Food Cleaning  | Yes | Are the employees trained on the proper cleaning procedures for food preparation areas, including the danger of cross contamination (if applicable)? <input type="checkbox"/> |
| Safety Cones   | Yes | Are the employees using safety cones to indicate trip hazards, such as electrical cords, rolled up carpet runners, and rolled up mats?                                        |
| Aisles         | Yes | Are the employees properly blocking aisles when doing wet work?                                                                                                               |
| Mopping Excess | Yes | Are the employees mopping excess water left by the scrubber?                                                                                                                  |
| Air Movers     | Yes | Are the employees using Air Movers to dry wet carpet?                                                                                                                         |
| Supply Closet  | Yes | Are the employees leaving the supply closet neat and orderly?                                                                                                                 |

good Morning Brian