

Store

	Response	Notes
Flooring	NA	Are the floors free from gum, debris, or spills?
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	NA	Where present - are elevators clean; including walls, edges and corners?
Escalators	NA	Where present - are escalators clean; including handrails, edges and corners?
Stairs	Yes	Where present - are stairs clean; including handrails, edges and corners?

Steps need to clean

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.
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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.
Supply Closet		
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	Yes	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	NA	If used at this location, is propane being removed from the store each day after use?
Propane Cage	NA	If used at this location, is the propane cage locked when left unattended?
Propane Cage 2	NA	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?
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)?
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 afternoon Jim