

## Monthly Visit

### Store

Flooring

Response

Are the floors free from gum, debris, or spills?

Notes

Glass

Is the glass free from smudges, dust, or other debris?

Tables and Desks

Is the store free from dust or debris under racks or tables, or behind mirrors leaning against the walls?

Tables and Desks

Are the shelves and tables free from dust?

Carpet Mattings

Are the rugs free from debris?

Fitting Rooms

Do the fitting rooms look clean?

Restroom Cleaning

Do the restrooms look and smell clean?

Breakroom/Offstage

Does the breakroom look and smell clean?

Office

Is the weekly office cleaning being done - empty trash/recycling. Sweeping the floor?

Hallways

Does the hallway along restrooms, break room and offices look clean?

Elevators

Where present - are elevators clean; including walls, edges and corners?

Escalators

Where present - are escalators clean; including handrails, edges and corners?

Stairs

Where present - are stairs clean; including handrails, edges and corners?

### Employee

Vacuum

Are backpack vacuums being used for cleaning under tables/tracks, and for spot-cleaning?

Dusters

Are extension dusters being used for shelves and high glass?

Mops

Are glass mops and squeegees being used for cleaning mirrors?

C0062 - Citrus Express

Is the citrus express chemical being used for gum that cannot be removed with a scraper?

### Mechanical Room

Equipment

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

Date Printed:

1/28/2020



## Monthly Visit

Scrubber

Please verify the scrubber tab number or serial number by adding to Notes.

Backpack Vacuum

Please verify the backpack vacuum tag number or serial number by adding to notes.

## Supply Closet

Supply Closet

Are any supplies running low or in bad condition? If so please report to Steve for more supplies.

Supply Closet 2

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

Is all equipment stored in its proper place - not blocking walkways, doors, or fire lanes?

Safety Box

Is the Safety Box in the store?

Safety Box 2

Are the SDS Sheets inside the Safety Box?

Safety Box 3

Is the Site Log inside the Safety Box?

Safety Box 4

Are there dust masks available for the employees to use?

Safety Box 5

Are there ear plugs available for the employees to use?

Safety Box 6

Is there a first aid kit in the Safety Box?

Safety Box 7

Are there gloves available for the employees to use?

Eye Wash Station

Is there an eye wash station for the employees to use?

Safety Cones

Are there wet floor signs/cones available for use?

Danger Tape

Is Danger Tape available for projects?

Chemicals

Are all chemicals on the shelves in their proper locations?

Chemicals 2

Are all chemicals on the shelves in their proper locations?

Chemicals 3

Are all chemicals properly marked?

## Monthly Visit

|                |                                                                                                                                                          |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scrape Sticks  | Are the scrape sticks stored in a safe manner, and are the blades secured properly?                                                                      |
| Power Cords    | 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        | If used at this location, is propane being removed from the store each day after use?                                                                    |
| Propane Cage   | If used at this location, is the propane cage locked when left unattended?                                                                               |
| Propane Cage 2 | 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       | Are the employees using approved shoes and attire? <input type="checkbox"/>                                                                                                   |
| SDS Sheets     | Do all of the employees know where the SDS Sheets are and how to use them?                                                                                                    |
| PPE            | Are the employees using the PPE?                                                                                                                                              |
| Proper Lifting | Are the employees implementing proper lifting procedures?                                                                                                                     |
| Operation      | Are the employees operating the equipment in a proper and safe manner?                                                                                                        |
| Food Cleaning  | 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   | Are the employees using safety cones to indicate trip hazards, such as electrical cords, rolled up carpet runners, and rolled up mats?                                        |
| Aisles         | Are the employees properly blocking aisles when doing wet work?                                                                                                               |
| Mopping Excess | Are the employees mopping excess water left by the scrubber?                                                                                                                  |
| Air Movers     | Are the employees using Air Movers to dry wet carpet?                                                                                                                         |
| Supply Closet  | Are the employees leaving the supply closet neat and orderly?                                                                                                                 |