

DRI Custodial Closet Safety Inspection Form

Building and Room:				
Inspection Performed By:		Date:		
	Y	N	NA	COMMENTS
A. General Work Environment/Hallways				
1. General housekeeping is in order				
2. Storage of combustible materials minimized				
3. Spills are cleaned up promptly				
4. Wall outlets and electrical receptacle covers in place and not broken or cracked				
5. Walkways free from obstruction				
6. Elevator rooms and mechanical rooms are not used for general storage				
B. Power Equipment				
1. Equipment is kept clean				
2. Equipment is in good working order				
3. Equipment is stored properly when not in use				
4. Power cords are grounded				
5. Power cords are not frayed or twisted				
6. Hearing protection is available and used when noise levels exceed OSHA standards				
7. Extension cords must be of the appropriate load rating and should not be used except in areas where wall outlets are not available.				
C. Closets				
1. Closets are kept clean and orderly				
2. Similar cleaning chemicals are stored together				
3. SDS available in each closet for cleaning supplies located in that closet				
4. Heavy items stored on lower shelves				
5. No hazardous liquids stored above eye level				
6. Storage at least 18 inches below sprinkler head				
7. Exits are free from obstruction				
8. Materials stored on shelves should not be allowed to extend beyond the edges of the shelf.				
9. Shelves should have earthquake lips or other means of preventing the contents of the shelves from falling				
10. Freestanding shelves taller than 5 ft must be secured from tipping over				
11. Circuit breaker panels are unobstructed.				

DRI Custodial Closet Safety Inspection Form

A. General Work Environment

1. Self explanatory.
2. Minimize storage of materials that would add fuel to a fire. Examples: paper goods, plastic containers, materials stored in boxes, empty containers.
3. Self explanatory.
4. Self explanatory.
5. Self explanatory.
6. International Fire Code Section 315.2.3: Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.

B. Power equipment

1. Self explanatory.
2. Any piece of equipment that is not in good working order should be locked and tagged out and taken out of service.
3. Self explanatory.
4. Self explanatory.
5. Frayed or twisted power cords should be removed from service .
6. OSHA 1910.95 states that hearing protection must be used when noise levels are above 85 db for an extended period of time. Noise levels are considered to be above 85 db if a normal conversation cannot be carried on without raising one's voice.
7. Portable GFCI plugs should be used if extension cords are used in wet locations or outside with portable equipment and if there is no GFCI wall plug available.

C. Closets

1. Self explanatory.
2. To avoid problems caused by incompatibility, like cleaning chemicals should be stored together.
3. Self explanatory. OSHA 29 CFR 1910.1200 (g)(1) Employers shall have a safety data sheet in the workplace for each chemicals they use.
4. Self explanatory.
5. Some cleaning chemicals are corrosive and if spilled into eyes or on skin can cause permanent damage. Storing them below eye level helps to minimize this risk.
6. International Fire Code: storage must be at least 18 inches below sprinkler heads; in areas with no sprinklers storage must be at least 24 inches below the ceiling.
7. Self explanatory.
8. Self explanatory.
9. Means should be taken to prevent contents from falling from shelves in case of an earthquake.
10. Self explanatory.
11. International Fire Code (IFC) 605.3 requires clearance of at least 30 inches wide by 36 inches deep and 78 inches high for clearance around circuit breaker panels.