## Daily Safety & Health Cleaning Inspection

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| **Company Name:** |  | **Inspected By:** |  |
| **Address:** |  | **Inspection Date:** |  |
| **Site Address (if diff):** |  | **Inspection Time In:** |  |
| **Supervisor:** |  | **Inspection Time Out:** |  |

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| 1. Has the following entry area equipment been cleansed and are the appropriate disinfectants available? |
| * Phones
* Door handles and knobs
* Front desk counter
* Couches / waiting chairs
* Coffee table(s)
 | * Sign in pens and visitor logs
* Floors mopped daily
* Hand sanitizer available
* Social distancing signs posted
* Masks and gloves available
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 2. Have the following restroom equipment been cleansed and appropriate disinfectants available? |
| * Door handles and knobs
* Restroom stalls & dispensers
* Restroom faucets
* Restroom toilets & flush handles
 | * Soap dispensers full
* Sanitizer available (if applicable)
* Touchless trash bins working
* Light switches
 | * Handwashing signs posted
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 3. Have the following administrative and common areas been cleansed and appropriate disinfectants available? |
| * Handrails
* Door handles and knobs
* Conference room tables
* Conference room chairs (armrests)
* Floors mopped daily (if applicable)
* Workstations
 | * Printers and other equipment
* Kitchen counter tops & tables
* Kitchen sinks and faucets
* Microwaves & refrigerators
* Other kitchen appliances
* Light switches
* Handwashing signs posted
 | * Social distancing signs posted
* Social distancing being practiced
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 4. Have the following production areas been cleansed and appropriate disinfectants available? |
| * Door handles and knobs
* Production equipment
* Hand tools
* Supply rooms
* Sanitizer available
 | * Handwashing signs posted
* PPE available and worn
* Employees trained on PPE
* Social distancing signs posted
* Fans disinfected
 | * Air filters changed monthly
* Social distancing being practiced
* Vehicle/fleet disinfection complete (if applicable)
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| 1. What corrective actions need to be taken? (Check all that apply)
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| * Social distancing training
* Social distancing engineering controls
* Provide more social distancing signage
* PPE training
* PPE enforcement
* Provide better personal protection
* Reprimand Warning of employees
* Penalty discipline of employees
* Hold employees more accountable
* Improve cleanup procedures
 | * Provide more handwashing signage
* Require pre-job safety meeting
* Use safer materials / Supplies
* Modify shift changes
* Install / modify safety guards/ devices
* Improve atmosphere
* Update disinfection protocols
* Increase disinfection frequency
* Develop better procedures
* Develop better training
 | * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Additional Comments: |