## 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| 1. What corrective actions need to be taken? (Check all that apply) | | | |
| * 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Additional Comments: |