



## Self-Audit Safety Checklist for Custodial and Facility Maintenance Areas

**Purpose:**

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

**Scope:** This checklist is designed for Custodial and Facility Maintenance Departments in municipal buildings and state offices.

Building Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Conducted by: \_\_\_\_\_

Facility Inspection – Custodial & Facilities	Standard	Y	N	Correction Required
<b><i>Electrical</i></b>				
Electrical outlets and switches– cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
Receptacles in kitchens and wet locations have GFCI.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact	1910.335(a)(3)(i)			
Power strips are not piggybacked.	1910.303(b)(2)			
Circuit panels have circuits labeled.	1910.303(f)(2)			
Circuit panels and boxes - unused openings are covered.	1910.305(b)(1)(ii)			
Circuit panels – access to panels is kept clear.	1910.303(g)(1)			
<b><i>Fire Prevention</i></b>				
Fire extinguishers–monthly checks conducted.	1910.157(e)(2)			
Fire extinguishers–annual maintenance check.	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(d)(5)(iii)			
Sprinkler heads – items not hung or obstructing sprinklers.	1910.159(c)(10)			
<b><i>Floor Refinishing</i></b>				
Neoprene gloves and overboots worn when stripping floors.	1910.138(a)			
Ventilation provided when stripping and finishing floors.	1910.1000			
<b><i>Hazardous Chemicals</i></b>				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Eyewash provided if chemical products are corrosive	1910.151(c)			
<b><i>Ladders</i></b>				
Ladders are inspected periodically.	1910.22(d)(1)			
<b><i>Lockout-Tagout</i></b>				
Power is shut off before equipment maintenance (ie HVAC, appliances, lighting)	1910.333(a)(1); 1910.333(b)(2)			
Lockout-tagout equipment is available: tags, locks	1910.333(b)(2)(iii)			

<b>Facility Inspection – Custodial &amp; Facilities</b>	<b>Standard</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>
<b>Material Storage</b>				
Storage mezzanines – weight limit is posted.	1910.22(d)			
Storage mezzanines – railing if more than 4ft above next level.	1910.23(b)(1)			
Shelves are secured to prevent tipping.	1910.176(b)			
Shelves – item height is at least 18 in below sprinkler heads	1910.159(c)(10)			
Heavy items stored in manner to reduce lifting injury	(5)(a)(1)			
<b>Personal Protective Equipment (PPE)</b>				
Gloves, goggles, ear plugs, overboots are supplied for tasks with potential exposure to chemicals or particulates.	1910.132(a)			
A Hazard Assessment for selection of PPE has been conducted (custodial and maintenance staff)	1910.132(d)(1)			
<b>Roof</b>				
Skylights are protected by guardrail, cage or net.	1910.23(a)(4)			
Workers on roof for maintenance activity are protected from falling off roof. See OSHA guide for acceptable methods.	1910.23			
<b>Slip, Trip Prevention</b>				
Floors maintained as dry as feasible.	1910.22(a)(2)			
“Wet Floors” signs used.	1910.22(a)(2)			
<b>Tools and Equipment</b>				
Power tools inspected before use.	1910.242(a)			
Power tools- electrical cords are 3-prong or double insulated.	1910.334(a)			
Snowblowers: machine guards and push sticks available.	1910.243(e)			
Lawnmowers: machine guards.	1910.243(e)			
Mobile scaffolds: workers trained on use and stability.	1910.29(e)			
<b>Asbestos</b>				
Asbestos Containing Materials maintained in good condition.	1910.1001(j)			
Warning labels on asbestos in mechanical/custodial areas.	1910.1001(j)(5)			
Schools – Asbestos condition evaluated every 6 mo; Management Plans available in each school.	40 CFR 763			

<b>Written Programs – Custodial &amp; Facilities Maintenance</b>				
Emergency Action Plan for building.	1910.38(b)			
Hazard communication for chemical products.	1910.1200(e)			
Lockout Tagout for custodial/facility workers.	1910.333(b)(2)(ii)			
<b>Required Training – Custodial &amp; Facilities Maintenance</b>				
Asbestos Awareness	1910.1001(j)			
Emergency action plan for all employees in facility.	1910.38(f)			
Hazard communication for custodial/facility workers.	1910.1200(h)			
Ladder training for custodial/facility workers.	1910.26(b)(3)			
Lockout Tagout for custodial/facility workers.	1910.332(a)-(c)			
Staff trained on use of equipment (snow blowers, chainsaw, mobile scaffolds, mowers, saws, etc.). Follow owners manual.	1910.242(a)			
<b>Accountability – Custodial &amp; Facilities Maintenance</b>				
Employees observed to confirm Lockout Tagout is used.	1910.333(a)			
Employees observed to confirm safe use of Ladders.	1910.25(d)(2)			
Employees observed to confirm use of PPE.	1910.132(f)(3)			
<b>Records Maintained – Custodial &amp; Facilities Maintenance</b>				
Fire extinguisher inspections (monthly and annual).	1910.157(e)			
Owner’s manuals for tools, equipment and vehicles.	1910.242(a)			
Training records.	various			
Injury reports.	1904.4			