

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.

Building Name: _____

Date: _____

Address: _____

Conducted by: _____

Facility Inspection – Custodial & Facilities	Standard	Y	N	Correction Required
Electrical				
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)			
Fire Prevention				
Fire extinguishers–monthly visual check 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)			
Floor Condition				
Floors kept clean and dry.	1910.22(a)(2)			
Broken, damaged floor or stair treads repaired.	1910.22(d)(1)			
Protruding object, loose boards, spills cleaned/repared.	1910.28(b)(3)(ii)			
Floor Refinishing				
Neoprene gloves and overboots worn when stripping floors.	1910.138(a)			
Ventilation provided when stripping and finishing floors.	1910.1000 (e)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Eyewash is provided if chemical products are corrosive.	1910.151(c)			
Ladders				
Ladders are inspected before each initial use.	1910.23(b)(9)			
Ladders are used according to purpose for which it is designed.	1910.23(b)(8)			
Lockout-Tagout				
Power is shut off before equipment maintenance (i.e., HVAC, appliances, lighting)	1910.333(a)(1); 1910.333(b)(2)			
Lockout-tagout equipment is available: tags, locks	1910.333(b)(2)(iii)			

Facility Inspection – Custodial & Facilities	Standard	Y	N	Correction Required
Material Storage				
Stored material is secure and stable.	1910.176(b)			
Stored material does not create a trip, fire, or pest hazard.	1910.176(c)			
Mezzanines – railing if more than 4 feet above next level.	1910.28(b)(1)(i)			
Shelves – item height is at least 18 inches below sprinkler heads	1910.159(c)(10)			
Heavy items stored in manner to reduce lifting injury	(5)(a)(1)			
Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, and overboots are supplied for tasks with potential exposure to chemicals or particulates.	1910.132(a)			
Roof				
Skylights are protected by guardrails, cages, or nets.	1910.23(a)(4)			
Workers on roof for maintenance activity are protected from falling off roof. Designated areas and training required.	1910.28(b)(13)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage is not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			
Tools and Equipment				
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. Ride-on mowers have ROPS and seatbelts.	1910.243(e)			
Mobile scaffolds: workers trained in use and stability.	1910.29(e)			
Asbestos				
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 months; Management Plans available in each school.	40 CFR 763 AHERA			

Required Training – Custodial & Facilities Maintenance	Standard	Y	N	Correction
Asbestos Awareness – (school settings only)	AHERA			
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.	1910.23(b)(8)			
Lockout Tagout for custodial/facility workers.	1910.332(a)-(c)			
Roof activity – designated areas for fall protection	1910.28(b)(13)			
Staff trained in use of equipment (snow blowers, chainsaws, mobile scaffolds, mowers, saws, etc.) Follow owner’s manual.	1910.242(a)			

For additional resources or to contact DLS, visit: mass.gov/info-details/safetyworks-resources.