



# Housekeeping Checklist (Workplace)

conducted for

## Green Roads

**Conducted on (Date and Time)**

17 Jul 2018 03:32 PM

**Inspected by**

Hawke Tethras

**Location**

Garden of Dreams

Kathmandu

Nepal

(27.71423788060136, 85.31489984959852)

**Completed on**



17 Jul 2018 04:13 PM

**Score**




36/42.0 - 85.71%



## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are signs posted to warn of wet floors?	No	Signage exists in the facility but wasn't used in this instance.
 <p>Appendix 2</p>		
Are floors in good condition (no holes, worn or loose planks or carpet sticking up)?	No	Part of the carpet is torn and needs to be fixed.
 <p>Appendix 3</p>		
Are all spills wiped up quickly?	No	The spill with no signage wasn't wiped immediately.
Are there separate and approved containers for toxic and flammable waste?	No	There's no bin for toxic materials.
Are all storage areas clearly marked?	No	Some do not have labels.
Are oily or greasy rags placed in metal containers and disposed of regularly?	No	There's no metal container.

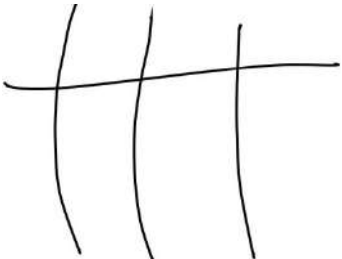
## Audit - 36/42 85.71%

Question	Response	Details
<b>General Information</b>		
Description of work	Electronics storage.	
Take a photo of the workplace		
 <p>Appendix 1</p>		
<b>Floors and Other Areas</b>		Score (7/9) 77.78%
Are floors clean and clear of waste?	Yes	
Are signs posted to warn of wet floors?	No	Signage exists in the facility but wasn't used in this instance.
 <p>Appendix 2</p>		
<p>REFERENCE: Signage posted to warn wet floors.                      [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> <div style="text-align: center;">  </div>		

Question	Response	Details
Are floors in good condition (no holes, worn or loose planks or carpet sticking up)?	No	Part of the carpet is torn and needs to be fixed.
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Appendix 3</div> </div>		
Is anti-slip flooring used where spills, moisture or grease are likely?	Yes	
No protruding objects such as nails, sharp corners, open cabinet drawers, trailing electrical wires?	Yes	
Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?	Yes	Lockers are available for all employees.
Is the work area clear?	Yes	
Are floors well-drained?	Yes	
Are all air vents and filters properly maintained?	Yes	
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Appendix 4</div> </div>		
<b>Aisles and Stairways</b>		Score (6/6) 100.00%
Are aisles unobstructed and clearly marked?	Yes	
Are mirrors installed at blind corners?	Yes	
Are aisles wide enough to accommodate workers and equipment comfortably?	Yes	
Are safe loading practices used with hand and power trucks, skids, or pallets?	N/A	

Question	Response	Details
Is the workplace lighting adequate?	Yes	
Are stairs well lit?	Yes	
Are stairs covered with an anti-slip tread?	Yes	
Are faulty stair treads repaired?	N/A	
<b>Spill Control</b>		Score (4/5) 80.00%
Are all spills wiped up quickly?	No	The spill with no signage wasn't wiped immediately.
Are procedures followed as indicated on the material safety data sheet?	Yes	
Are spill absorbents used for greasy, oily, flammable or toxic materials?	Yes	
Are used rags and absorbents disposed of promptly and safely?	Yes	
Is a spill area surrounded by a barrier to prevent a spill from spreading?	Yes	
<b>Waste Disposal</b>		Score (3/4) 75.00%
Are there adequate number of containers?	Yes	
Are there separate and approved containers for toxic and flammable waste?	No	There's no bin for toxic materials.
Are waste containers located where the waste is produced?	Yes	
Are waste containers emptied regularly?	Yes	
Are toxic and flammable waste chemicals handled properly?	N/A	
<b>Equipment and Machinery Maintenance</b>		Score (5/5) 100.00%
Are all equipment in good working order, with all necessary guards or safety features operational or in place?	Yes	
Are tools and machinery inspected regularly for wear or leaks?	Yes	
Are all equipment repaired promptly?	Yes	

Question	Response	Details
Are drip pans or absorbent materials used if leaks cannot be stopped at the source?	N/A	
Are all machine that splashes oil fitted with a screen or splash guard?	N/A	
Are machines and tools cleaned regularly?	Yes	
Are all tools and unused materials cleaned up after finishing a job or before leaving the job site?	Yes	
<b>Storage Area</b>		Score (6/7) 85.71%
Are storage areas safe and accessible?	Yes	
Are all materials stacked securely, blocked or interlocked if possible?	Yes	
Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?	Yes	
Are materials stored in areas that do not interfere with workers or the flow of materials?	Yes	
Are bins or racks provided where material cannot be piled?	Yes	
Are all storage areas clearly marked?	No	Some do not have labels.
Do workers understand material storage and handling procedures?	Yes	
<b>Fire Prevention</b>		Score (4/5) 80.00%
Are combustible and flammable materials present only in the quantities needed for the job at hand?	Yes	
Are combustible and flammable materials kept in safety cans during use?	N/A	
Are hazardous materials stored in approved containers and away from ignition sources?	Yes	
Are sprinkler heads clear of stored material?	Yes	

Question		Response	Details
Are fire extinguishers inspected and located along commonly travelled routes, and close to possible ignition sources?		Yes	
Are oily or greasy rags placed in metal containers and disposed of regularly?		No	There's no metal container.
<b>Completion</b>			Score (1/1) 100.00%
Recommendations		Need to have facility manager check the carpet.	
Overall Rating		Pass	
Full Name and Signature of the Inspector	Hawke Tethras	17 Jul 2018 03:59 PM	

## Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4