

Property Checklist Situations

Periodically checking your property or place of business is part of a good loss control/accident prevention program. Recognizing hazards, then taking steps to reduce or eliminate them creates a safer environment for employees, customers or tenants. The following checklist is a tool to assist you with your premises evaluations:

	Satisfactory	Unsatisfactory
Exterior		
Is your parking lot in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Are parking logs and speed bumps in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are potholes, cracks and uneven places present?	<input type="checkbox"/>	<input type="checkbox"/>
Are sidewalks level, obstruction-free?	<input type="checkbox"/>	<input type="checkbox"/>
Does water drain away from sidewalks/parking areas?	<input type="checkbox"/>	<input type="checkbox"/>
Snow and ice promptly removed when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are sidewalks and parking areas well illuminated?	<input type="checkbox"/>	<input type="checkbox"/>
Are natural gas meters, air conditioning units, etc. protected from vehicular damage?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs securely fastened to your building?	<input type="checkbox"/>	<input type="checkbox"/>
Interior Conditions		
Are public areas clean, well illuminated and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Is carpeting tight, smooth and free of tears and rips?	<input type="checkbox"/>	<input type="checkbox"/>
Are doormats flat, slip-resistant and clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are mats periodically checked in bad weather?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs well illuminated, clean and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Handrails present, tight and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Changes in interior floor level, elevation marked?	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting present and operational?	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen – Food Service Area		
Are floors mopped dry regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors swept regularly during business hours?	<input type="checkbox"/>	<input type="checkbox"/>
Are floor mats clean, flat and secure?	<input type="checkbox"/>	<input type="checkbox"/>
Is slip-resistant footwear worn by employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are anti-slip mats present near deep fryers, drink dispensers, washing sinks, meat grinders and meat slicers?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors in walk-in units clean?	<input type="checkbox"/>	<input type="checkbox"/>
Customer seats, tables, etc. in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Caution signs used to designate wet areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers wall-mounted and serviced annually?	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting present and operational?	<input type="checkbox"/>	<input type="checkbox"/>
Is kitchen equipment clean and well maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency phone numbers clearly posted?	<input type="checkbox"/>	<input type="checkbox"/>
Is trash regularly removed?	<input type="checkbox"/>	<input type="checkbox"/>

Date _____

Property Checklist Situations (cont.)

Satisfactory

Unsatisfactory

Restrooms

- | | | |
|---|--------------------------|--------------------------|
| Are restrooms cleaned regularly? | <input type="checkbox"/> | <input type="checkbox"/> |
| Toilets, sinks, etc. in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| Floor drains in case of water leak? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is a log kept noting cleaning/inspection times? | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting and vent fan operational? | <input type="checkbox"/> | <input type="checkbox"/> |
| Handicap grab/assist bars secure? | <input type="checkbox"/> | <input type="checkbox"/> |

Storage Areas

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|---|--------------------------|--------------------------|
| Storage area clean, well organized? | <input type="checkbox"/> | <input type="checkbox"/> |
| Combustible items kept away from furnace, water heater, etc.? | <input type="checkbox"/> | <input type="checkbox"/> |
| Flammable liquids stored in their original containers and properly labeled? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are items at least 18" away from sprinkler heads? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the electrical service panel accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire extinguisher available in storage area? | <input type="checkbox"/> | <input type="checkbox"/> |

Pool Area

- | | | |
|--|--------------------------|--------------------------|
| Is the pool area fenced with self-closing, locking gates? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are pool rules and emergency numbers posted? | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifesaving equipment present? | <input type="checkbox"/> | <input type="checkbox"/> |
| Patio furniture in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| Pool depth noted along the side of pool? | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical outlets protected by ground fault circuit interrupter (GFCI)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Pool chemicals properly handled and stored? | <input type="checkbox"/> | <input type="checkbox"/> |
| Pool deck area treated with slip-resistant material? | <input type="checkbox"/> | <input type="checkbox"/> |
| Handrails and ladders secure and in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |

Playground Area

- | | | |
|--|--------------------------|--------------------------|
| Is equipment in good condition and well maintained? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is equipment free of sharp edges and protruding hardware? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the equipment and play area regularly inspected? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the ground surface under the equipment clean and well maintained? | <input type="checkbox"/> | <input type="checkbox"/> |
| If the area is fenced, is fencing in good condition? | <input type="checkbox"/> | <input type="checkbox"/> |

Date _____