**FOOD PREMISES – MONTHLY HEALTH & SAFETY INSPECTION CHECKLIST**

Name of facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOOD RECEIVING AREA**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
|  | Are loading dock, entrance floors and stairs free from holes, obstructions, ice and snow? |  |  |  |  |
|  | Are loading dock and receiving areas free from accumulated trash? |  |  |  |  |
|  | Are trash containers leak proof, kept clean, covered, sufficient in number and size, and easily accessible by employees? |  |  |  |  |
|  | Are jets or steam hoses used safely to clean garbage containers? |  |  |  |  |
|  | Are entrance ramps dry and non-skid? |  |  |  |  |
|  | Is the area well lighted? |  |  |  |  |
|  | Is there a self-closure on back door? |  |  |  |  |
|  | Are there any structural defects on floor, walls, and ceiling? |  |  |  |  |
|  | Are hand trucks, carts, dollies and other equipment in good repair, not overload and removed promptly after use? |  |  |  |  |
|  | Are chocks used to keep trucks and dollies from rolling during loading and unloading? |  |  |  |  |
|  | Are employees following the correct handling methods for moving/lifting various containers? |  |  |  |  |
|  | Are elevators and lifting devices in safe working order? |  |  |  |  |
|  | Are proper tools available and used for opening crates, cartons, barrels, etc.? |  |  |  |  |

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| **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
|  |  |  |  |  |
| 1. Are crate, carton and barrel opening done away from open containers of food? |  |  |  |  |
| 1. Are shipping cartons intact? |  |  |  |  |

**FOOD PROCESSING AREA**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
|  | Are cold foods maintained below 7°C (45°F) during meal preparation (thermometers used)? |  |  |  |  |
|  | Are hot foods maintained at a minimum of 60°C (140°F) during meal preparation (thermometers used)? |  |  |  |  |
|  | Are frozen foods pulled from freezer the day before use and place in a refrigerator for thawing? |  |  |  |  |
|  | Is cold running water used to thaw products in production sinks (thermometers used)? |  |  |  |  |
|  | Are production sinks cleaned and sanitized between products, as well as before use? |  |  |  |  |
|  | Are non-slip mats used under cutting boards? |  |  |  |  |
|  | Are all food contact surfaces, and cutting boards cleaned and sanitized when changing from raw product to cooked food and after use? |  |  |  |  |
|  | Are icemakers free of mould growth? |  |  |  |  |
|  | Is frying oil filtered and rotated? |  |  |  |  |
|  | Are fryers surfaces, and area between and beneath fryers cleaned frequently to prevent particle build-up? |  |  |  |  |
|  | Are hoods free of oil drips and dust build-up? |  |  |  |  |
|  | Are non-flammable solvents or cleaning acids used for hoods, fans, ducts, and grease removal devices? |  |  |  |  |

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| 1. Are production shelves and racks clean and well maintained? |  |  |  |  |
| 1. Is electrical equipment properly grounded, guarded and inspected regularly by an electrician? |  |  |  |  |
| 1. Are pieces of equipment switched off before adding ingredients, removing products, or cleaning? |  |  |  |  |
| 1. Are the switches located so that they can be reached readily in the event of an emergency? |  |  |  |  |
| 1. Is all equipment and utensils in good repair, (not broken, chipped, cracked) and performing satisfactorily? |  |  |  |  |
| 1. Are wiping cloths stored in sanitizing solution? |  |  |  |  |
| 1. Are floors clean, dry, free of spills, and adequately maintained (mopped daily and covered with non-skid surface where necessary and are defective tiles replaced)? |  |  |  |  |
| 1. Do employees pick up or clean up all dropped items and spillage? |  |  |  |  |
| 1. Are electrical switches located to avoid employees contacting metal equipment when using them? |  |  |  |  |
| 1. Are employees instructed on the proper operation  and hazards of machines? |  |  |  |  |
| 1. Are only authorized and trained employees operating equipment? |  |  |  |  |
| 1. Is a pusher or tamper provided for use with the grinders? |  |  |  |  |
| 1. Are mixers in safe operating condition? |  |  |  |  |
| 1. Are the mixer beaters properly maintained to avoid injury from broken metal parts and foreign particles in food? |  |  |  |  |
| aa. Is a First Aid kit readily accessible and clearly marked for emergency use? |  |  |  |  |
| bb. Does first aid kit meet the quantity and quality requirements? |  |  |  |  |

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| cc. Are all accidents and injuries reported immediately to supervisor? |  |  |  |  |
| dd. Are portable signs used to indicate wet floors or other temporary hazards? |  |  |  |  |
| ee. Were the microwave ovens inspected (technically) by P Med Tech during the past year? |  |  |  |  |
| ff. Are microwave ovens clean, in good repair,  especially doors and seals? |  |  |  |  |
| gg. Is the ventilation adequate, screened windows and doors, designed to prevent back flow of contaminants from vents or hoods onto the food or food preparation surfaces? |  |  |  |  |
| hh. Is lighting system clean and adequate? |  |  |  |  |
| ii. Are empty containers removed promptly from the  area? |  |  |  |  |
| jj. Are filters over fryers cleaned regularly and free  of accumulated grease? |  |  |  |  |
| kk. Are knives being properly used, stored and sharpened? |  |  |  |  |
| ll. Are employees using potholders for handling pots  and pans? |  |  |  |  |
| mm. Are handles of pans in use not protruding into aisle space? |  |  |  |  |
| nn. Are handles of cooking utensils tight? |  |  |  |  |
| oo. Are can opener blades clean and in good repair? |  |  |  |  |
| pp. Have employees been trained in a “double check” system to ensure all cooking equipment is turned off when preparing to close? |  |  |  |  |
| qq. Are pieces of equipment turned off when not in use or unattended? |  |  |  |  |
| rr. Are garbage containers kept covered when not in  use? |  |  |  |  |

**SERVING AND DINING AREAS**

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| --- | --- | --- | --- | --- | --- |
|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION REQUIRED** | **DATE  ACTIONED** |
|  | Are steam tables cleaned daily and regularly maintained? |  |  |  |  |
|  | Is safety valve equipment operative? |  |  |  |  |
|  | Are serving counters, tables, carts, and chairs free of broken parts and wooden or metal slivers and burrs? |  |  |  |  |
|  | Is the equipment free from sharp corners? |  |  |  |  |
|  | Is other serving equipment in good condition? |  |  |  |  |
|  | Are there regular inspections of: glassware, china, cutlery, plastic, and equipment? |  |  |  |  |
|  | Are hot liquids and serving containers, steam and heat lamps handled safely? |  |  |  |  |
|  | Is proper syrup to carbonated water ratios maintained on soda dispensers by using test kit? |  |  |  |  |
|  | Are soda nozzles and the area around the nozzles washed daily? |  |  |  |  |
|  | Are condiment pumps taken apart and cleaned daily? Is a brush available for cleaning? |  |  |  |  |
|  | Are utensils stored with the handles up? |  |  |  |  |
|  | Are dirty glassware returned to dish, not placed in racks with clean glasses? |  |  |  |  |
|  | Are customers guarded from hot food holding equipment? |  |  |  |  |
|  | Are tray rails adequate and set to prevent trays from slipping or falling off at the end or the corners? |  |  |  |  |
|  | Are floors kept clean and in good repair (covered with non-skid material and free from broken tiles)? |  |  |  |  |
|  | Are floors policed for immediate cleaning up spillage or other materials? |  |  |  |  |

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| **ITEMS** | **Y** | **N** | **COMMENTS/ACTION REQUIRED** | **DATE  ACTIONED** |
| 1. Are portable signs used to indicate wet floors or other temporary hazards? |  |  |  |  |
| 1. Is the traffic flow set so that patrons or workers do not collide while carrying trays or obtaining food? |  |  |  |  |
| 1. Are trays and carts overloaded? |  |  |  |  |
| 1. Are the doors to and from the serving area clearly  marked? |  |  |  |  |
| 1. Is lighting system cleaned and adequate? |  |  |  |  |
| 1. Are air vents kept clean? |  |  |  |  |
| 1. Are tray stands and service carts in good repair and not obstructing traffic? |  |  |  |  |
| 1. Are workers refraining from overloading trays or bus pans? |  |  |  |  |
| 1. Are broken, wobbly, or unsteady chairs and tables quickly repaired? |  |  |  |  |
| 1. Is electrical equipment properly grounded? |  |  |  |  |
| aa. Are evacuation routes posted? |  |  |  |  |

**DISHWASING AREA**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION REQUIRED** | **DATE  ACTIONED** |
|  | Is all plumbing in good repair? |  |  |  |  |
|  | Is the following dishwashing method applied:  Pre-washing or scraping  Washing water 49 to 60°C (120 to 140°F)? Rinsing water at a minimum 82°C (180°F)? |  |  |  |  |
|  | Are rinse jets, wash arms, curtains, etc. in place and in good condition? |  |  |  |  |
|  | Are cleaning compounds and drying agents used correctly? |  |  |  |  |

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| **ITEMS** | **Y** | **N** | **COMMENTS/ACTION REQUIRED** | **DATE  ACTIONED** |
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| 1. Are detergents, drying agents and sanitizers stored away from food and separate from other chemicals? |  |  |  |  |
| 1. Is following manual washing procedure applied:   Pre-washing or scraping  Use 3 compartment sink  Wash in 1st sink, detergent and water at minimum temperature of 44°C (110°F)  Rinse in 2nd sink with clear water at minimum temperature of 44°C (110°F)  Sterilize in 3rd sink with clear water at a minimum temperature of 82°C (180°F), or immerse utensils for at least 2 minutes in water solution with not less than 100PPM of available chlorine |  |  |  |  |
| 1. Are dishes and silverware properly racked? |  |  |  |  |
| 1. Is a broken glass container available, labelled and used only for that purpose? |  |  |  |  |
| 1. Are floors reasonably free of excessive water and  spillage? |  |  |  |  |
| 1. Are floor tiles properly maintained and in safe condition (free from worn and broken areas)? |  |  |  |  |
| 1. Are all electrical units properly grounded? |  |  |  |  |
| 1. Are switches located to permit rapid shutdown in the event of an emergency? |  |  |  |  |
| 1. Are adequate rubber gloves provided? |  |  |  |  |
| 1. Are dish racks in safe condition (if metal, are they  free of sharp corners that could cause cuts)? |  |  |  |  |
| 1. Are these racks kept off the floor to prevent tripping? |  |  |  |  |
| 1. Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them? |  |  |  |  |
| 1. If dishes are removed on portable racks or bus trucks, are these units in safe operating condition? |  |  |  |  |

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION REQUIRED** | **DATE  ACTIONED** |
|  |  |  |  |  |  |
|  | Is lighting/ventilation adequate? |  |  |  |  |
|  | Are knives and cutting blades left unattended in filled sinks? |  |  |  |  |

**REFRIGERATED STORAGE**

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| **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
| 1. Are all food products rotated (first in, first out)? |  |  |  |  |
| 1. Are all food products in closed containers – no open foods? |  |  |  |  |
| 1. Are leftover foods dated for rotation? |  |  |  |  |
| 1. Are blower fans clean and guarded? |  |  |  |  |
| 1. Are emergency door latches in good working condition? |  |  |  |  |
| 1. Is there adequate ventilation? |  |  |  |  |
| 1. Is lighting adequate and properly shielded? |  |  |  |  |
| 1. Are door gaskets and sweeps clean and in good repair? |  |  |  |  |
| 1. Are floors clean and free of ice – under storage, racks? |  |  |  |  |
| 1. Are portable storage racks and stationary racks in safe condition (free from broken and bent shelves and set on solid legs)? |  |  |  |  |
| 1. Is there a by-pass system on the door to permit exit if an employee is locked in? |  |  |  |  |
| 1. Are heavy items stored on lower shelves and lighter items on higher shelves? |  |  |  |  |
| 1. Are shelves adequately spaced to prevent pinched hands? |  |  |  |  |

**DRY STORAGE AREA**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
|  | Are aisles and floors free of boxes and cartons, clean and dry? |  |  |  |  |
|  | Any structural defects on floor, ceiling and walls? |  |  |  |  |
|  | Are heavier items stored on pallets or shelves near the floor at least 15cms (6”) from the floor? |  |  |  |  |
|  | Are items cross-stacked to avoid tripping or tumbling? |  |  |  |  |
|  | Are shelves items easy accessible and supporting items stored safely? |  |  |  |  |
|  | Are step stools or ladders used to reach shelved items above shoulder level? |  |  |  |  |
|  | Are all food products rotated (check code dates and discard inactive products)? |  |  |  |  |
|  | Are all food products in closed containers – no open foods? |  |  |  |  |
|  | Are cartons stored away from wetness or dampness, which would cause their collapse? |  |  |  |  |
|  | Are proper tools for opening crates, boxes, barrels and other containers provided and used? |  |  |  |  |
|  | Is soda storage (soft drink) area clean? |  |  |  |  |
|  | Are all compressed air cylinders (soft drink) secured or chained? |  |  |  |  |
|  | Are all chemicals, solvents, caustics, pesticides, etc, labelled, tightly covered and properly stored away from food? |  |  |  |  |
|  | Is lighting system adequate, clean and guarded fixtures? |  |  |  |  |
|  | Is there a fire extinguisher located at the door? |  |  |  |  |
|  | Is the ventilation system clean and adequate? |  |  |  |  |
|  | Are broken items promptly and safely swept up/discarded? |  |  |  |  |

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**RESTROOMS (WASHROOMS, LUNCHROOMS, LOCKER ROOMS)**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
|  | Is floor in washroom clean, and free from hazardous soap or wetness accumulation? |  |  |  |  |
|  | Is facility free of trash, debris, and food spillage? |  |  |  |  |
|  | Are lights and electrical equipment operating satisfactorily? |  |  |  |  |
|  | Is floor free from glassware, dishware or other items, which could cause trips and falls? |  |  |  |  |
|  | Are tops of lockers free of glassware, dishware and heavy objects? |  |  |  |  |
|  | Are safe receptacles provided for areas where smoking is permitted? |  |  |  |  |
|  | Is all furniture and equipment in good repair? |  |  |  |  |
|  | Are lockers secured to floor or wall? |  |  |  |  |

**OUTDOOR AREA**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
|  | Are walks, steps, ramps, and other passageways in good repair and free from holes or obstructions? |  |  |  |  |
|  | Are parking lots well marked to indicate entrances, exits and traffic patterns? |  |  |  |  |
|  | Is the area free from carts, boxes, cans, and debris, which could constitute a hazard? |  |  |  |  |
|  | Are exterior platforms, steps, and parking areas well lit at night during operational hours? |  |  |  |  |

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|  | Are trash and other combustibles kept away from the building? |  |  |  |  |
|  | Are bottled gas cylinders properly supported and protected from physical damage? |  |  |  |  |
|  | Is ice and snow sanded, or removed promptly from exterior landings, steps, walks, passageways, and parking areas? |  |  |  |  |
|  | Are parking lots free of holes that could cause tripping and injury? |  |  |  |  |
|  | Are hanging signs, awnings, and other exterior accessories safely secured? |  |  |  |  |

**EMPLOYEES – FOOD PREMISES**

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|  | **ITEMS** | **Y** | **N** | **COMMENTS/ACTION REQUIRED** | **DATE ACTION ED** |
|  | Did the employees receive job orientation training, basic WHMIS, Job specific health and safety hazards associated with their duties and related equipment? |  |  |  |  |
|  | Do employees understand the basic principles and their responsibilities as outlined within the CFPSA/ NPF’s Occupational Health and Safety policy? |  |  |  |  |
|  | Are employees instructed, counselled and reminded through safety meetings, on-the-job safety training, posters or newsletters? |  |  |  |  |
|  | Is there an OHS Bulletin Board providing names of WOHSC members, minutes form meetings, a copy of *Canada Labour Code* Part II, etc? |  |  |  |  |
|  | Are employees showing signs and symptoms of cold, skin rash, finger cuts, etc, removed from primary food handling duties until approval obtained from a medical officer? |  |  |  |  |
|  | Are employees properly reporting all accidents or illnesses? |  |  |  |  |

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|  | Are employees encouraged to report hazards and suggest safety improvements? |  |  |  |  |
|  | Are employees using machine guards, plungers, and other safety devices in operating cutting machines and cooking equipment? |  |  |  |  |
|  | Are employees who are doing heavy lifting accomplishing it in the proper manner? |  |  |  |  |
|  | Do employees abstain from using boxes or chairs to reach higher shelves? |  |  |  |  |
|  | Do employees refrain from putting knives or other sharp objects in sinks? |  |  |  |  |
|  | How many employees have valid fist aid and CPR certificates? |  |  |  |  |
|  | How many employees have “Smart Serve” or equivalent certifications? |  |  |  |  |
|  | How many employees have “National Food Safety Certificate” or equivalent certifications? |  |  |  |  |
|  | Is the food premise operating with at least one employee holding a valid food safety-training certificate at all times? |  |  |  |  |
|  | Are employees’ clothing stored separated from food products? |  |  |  |  |
|  | Is employee clothing free of raggedness and looseness which could be hazardous around moving equipment? |  |  |  |  |
|  | Are employees wearing suitable, low heeled, shoes, which minimize slipping, or falling? |  |  |  |  |
|  | Are employees prohibited from wearing loose or dangling jewellery near moving equipment or food? |  |  |  |  |
|  | Are employees with long hair wearing adequate hair restraints to prevent risk of entanglement? |  |  |  |  |
|  | Have employees been trained to use fire extinguishers? |  |  |  |  |

**GENERAL OBSERVATION – FOOD PREMISES**

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| **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
| 1. Are stairways clean, in good repair and solid to the step? |  |  |  |  |
| 1. Are there loose tread pads, runners or non-skid strips? |  |  |  |  |
| 1. Are railings in good repair, free of splinters, and solid? |  |  |  |  |
| 1. Is stairway free of any obstacles such as trash, boxes, mops, and brooms? |  |  |  |  |
| 1. Is stairwell provided with adequate natural light or  well illuminated? |  |  |  |  |
| 1. Are floors at the base of stairs clear, clean, dry, and free from holes or other hazards? |  |  |  |  |
| 1. Are ladders and step stools solid, in good repair and properly stored? |  |  |  |  |
| 1. Are metal ladders free from rough or sharp edges? |  |  |  |  |
| 1. Are ladders equipped with non-skid feet or tips? |  |  |  |  |
| 1. Are slip resistant waxes or polishes used in treating floors? |  |  |  |  |
| 1. Are floors and aisle ways free from protruding obstacles such as nails, pipe ends, ridges, holes, or broken tiles? |  |  |  |  |
| 1. Are portable signs used to indicate wet moped floors or temporary hazards? |  |  |  |  |
| 1. Are floor mats, wooden duckboards, etc. in good repair? |  |  |  |  |
| 1. Where carpeted, are there holes, tears or loose threads, which could cause tripping? |  |  |  |  |
| 1. Are first aid kits available for emergency use? |  |  |  |  |
| 1. Are the locations marked conspicuously? |  |  |  |  |

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| **ITEMS** | **Y** | **N** | **COMMENTS/ACTION  REQUIRED** | **DATE  ACTIONED** |
| 1. Are lists of contents posted on or adjacent to the kits? |  |  |  |  |
| 1. Is there an adequate supply of each of the kit components? |  |  |  |  |
| 1. Are the items that deteriorate replaced at required intervals? |  |  |  |  |
| 1. Is at least one employee on each shift trained to give first aid? |  |  |  |  |
| 1. Are the telephone numbers of the fire department  and other emergency services readily accessible? |  |  |  |  |
| 1. Are there periodic fire evacuation drills? |  |  |  |  |
| 1. Is the number of building occupants within the listed capacity? |  |  |  |  |
| 1. Are decorations of flameproof or non-combustible  materials? |  |  |  |  |
| 1. Are all fire extinguishers properly labelled (class of fire), mounted, inspected regularly, visible and accessible? |  |  |  |  |
| 1. Have the automatic sprinkler systems standby and hose installations been inspected within the last year and are they in operable condition? |  |  |  |  |
| aa. Has the automatic fire protection system over cooking appliances been inspected and serviced by qualified persons in the last six months? |  |  |  |  |
| bb. Are extension cords and multiple plugs in good condition and used properly to prevent overloading of circuits? |  |  |  |  |
| cc. Are extension cords prohibited from use as a substitute for fixed wiring? |  |  |  |  |
| dd. Are switches for electrical equipment easy to reach (do not have to lean on or touch metal to reach) in the event of an emergency? |  |  |  |  |
| ee. Are safety switches used to prevent inadvertent or accidental starting? |  |  |  |  |

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| ff. Are electrical contacts and receptacles kept free  of spattered fat or grease? |  |  |  |  |
| gg. Is adequate lighting provided at stairs and other hazardous areas? |  |  |  |  |
| hh. Are sockets and switches in good condition? |  |  |  |  |
| ii. Is electrical equipment properly grounded? |  |  |  |  |
| jj. Are covers of fuse and switch boxes kept closed? |  |  |  |  |
| kk. Are fuses on lighting and small appliances circuits of proper capacity? |  |  |  |  |
| ll. Are circuits on panel boards properly identified? |  |  |  |  |
| mm. Are panel boards not obstructed and easily accessible? |  |  |  |  |
| nn. Are light fixtures over food preparation, service, display, and warehousing areas shielded to protect against breakage? |  |  |  |  |
| oo. Is there an identifying label on the entrance door? |  |  |  |  |
| pp. Are the appropriate safety colours used for marking hazards? |  |  |  |  |
| qq. Is all equipment inspected per schedule, in good repair and working order? |  |  |  |  |
| rr. Are belts, fans, and other moving parts  adequately guarded and all fans and louvers clean? |  |  |  |  |
| ss. Is the area free from storage of combustible material, broken equipment waiting repairs and surplus supplies? |  |  |  |  |
| tt. Is machinery securely anchored? |  |  |  |  |
| uu. Is all heating and cooling equipment including chimneys, gas appliances, flues, smoke pipes and air ducts in good condition and well maintained? |  |  |  |  |
| vv. Are heat recovery and air quality control devices maintained and cleaned as required? |  |  |  |  |
| ww. Are filters cleaned and/or changed as scheduled? |  |  |  |  |