



## **Terms and Conditions for Forms, Checklists, and Procedures**

Forms, checklists and procedures at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use a form, checklist, or procedure, you do so at your own risk. HospitalityLawyer.com does not make any representations that the forms, checklists, or procedures are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

**Safety & Security Standards Audit Hotel - Back of House Area Inspection**

---

**Performed by:**

---

**Date of inspection:**

---

Employee entrance clean and free of debris, clutter.			
Employee entrance time clock has correct time.			
Employee entrance has adequate lighting.			
Employee entrance well lighted and secure.			
State Labor Law posters conspicuously posted.			
Employee break area clean, uncluttered.			
Break machines functioning properly			
Tables and chairs free of hazardous defects. i.e.... missing leg, sharp edges.			
Employee break room floor in good order. No wet spots, uneven surfaces, cracks.			
Hallways free of debris, clutter, foreign objects			
Hallways free of pallets			
Hallways free of rollaway beds.			
Hallways free of trash cans and trash.			
Safety stations in place and operable.			

Safety stations fully stocked. i.e.. paper towels, mop, broom, etc.			
Ice melt, (if needed).			
Eye wash stations operational			
First Aid stations fully stocked and operational.			
Safety program up-to-date and posters in place			
MSDS Right-To-Know-Station in place			
MSDS Right-To-Know-Station material up-to-date.			
Closed circuit cameras functioning and sending clear image to security.			
Fire Extinguishers in place with current inspection card			

**Time of inspection:**

---

To ensure the integrity of your walkthrough, checklist should be done in order as it appears.

As appropriate, a check must be placed in the "yes" or "no" column to the right.

If a "no" is required, please indicate the problem in the comment section.

If a work order is submitted, note the work order number in the comment field.

**YES      NO                      Comments**

	YES	NO	Comments
Security office extension posted.			
All electrical devices and appliances plugged in to a UL approved GFCI socket.			
Back dock clean and in good order.			
Storage facilities well secured.			
Flammables well secured.			
Receiving doors secured.			
Closed circuit cameras functioning and sending clear images to security			
Parking signage in place and conspicuously posted.			
Area free of trash, grease build-up, cigarette butts.			
Area well lighted at all times.			
Any additional entrances not in use secured at all times.			
Any unusual activity noted.			
Any signs of employee theft. i.e.... personal vehicles parked close to building.			
Warning signs in place and conspicuously posted.			
Hazard signs in place and posted.			
"Chemicals in use" signs conspicuously posted.			
Dumpster area free of clutter, rotting debris on ground.			
Dumpster doors functioning properly.			
"No parking" sign located in front of dumpster.			
Trash chutes secured at all times, unless unloading.			
Other			
Other			

Other			
-------	--	--	--