



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

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**Safety & Security Standards Audit  
Hotel - Laundry Area Inspection**

**Performed by:**

**Date of inspection:**

**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
First Aid kit fully stocked.			
Drinking water available.			
All chemicals not in use clearly marked and secured.			
All chemicals in use clearly marked and secured.			
Hazards clearly marked.			
Hard Hat areas marked, if needed.			
Air filtration system clean and functioning properly.			
Eye wash station easily identifiable.			
Area well lighted.			
Exposed pipes clearly marked.			
Flooring free of trash, debris, laundry.			
Floor free of defects, unevenness, cracks, chips, missing tile.			
MSDS right-to-know in place.			
Doors to washer and dryers functioning properly.			
Chemical measuring devices used in accordance with local laws			

Chemical drums stored in chain link cages and secured.			
Automatic folders equipped with emergency shut off devices.			
Fire suppression system operable, in standby mode.			
Fire extinguishers easily accessible with current inspection card.			
Employees wearing safety equipment.i.e. non skid shoes, eye / ear protection.			
Computer security maintained. Log in / out procedures followed.			
Linen / laundry chutes secured at all times, except when unloading.			
Other			
Other			