



Building Health and Safety Self-Inspection Checklist

Updated 8/02

DAILY		WEEKLY (in addition to daily)	
Kitchen and Pantry		Kitchen and Pantry	
✓	All food should be in containers, completely sealed and include date placed in refrigerator. Keep all shelves clean and free of spills	✓	Remove all floor mats, clean both sides, inspect, and return
✓	Wash and sanitize all dishes and utensils after every meal (including ice machine scoop). Wipe down all containers before replacing on shelves	✓	Sweep and scrub floors—be sure to use clean water. (Change the water frequently.)
✓	Clean oven, range, fryer, and inside and outside of refrigerator(s) and freezer(s)	✓	Scrub interior and exterior of trash cans with hot water and clean cloth
✓	Sweep and mop all floors (especially under oven, fryer, refrigerators, etc) remove adhered material and inspect (including pantry and bathroom)	✓	Clean out all sink and floor drains (remove debris)
✓	Clean and disinfect sinks	Dining Room	
✓	Polish all chrome to a shine (including sink fixtures and all appliances)	✓	Wipe down all window sills, walls, and baseboards with clean, hot water and a cloth
✓	Dump all trash and replace liners	Bathrooms	
✓	Clean garbage lids, can exteriors, and nearby walls	✓	Wipe down all walls and baseboards (remove adhered materials) with hot water and a clean cloth
Dining Room		✓	Wipe down all chrome sink fixtures and mirrors to remove water spots, soap, etc.
✓	Wipe down all tables with sanitizer	Living Room and Foyer	
✓	Sweep and mop floors, including under tables, ice machine, etc and remove adhered material and inspect	✓	Wipe down all window sills, walls, and baseboards (remove adhered materials) with hot water and a clean cloth
Bathrooms		✓	Sweep and mop all floors (especially under furniture) - be sure to use clean water (change the water frequently)
✓	Dump trash and replace liners	Bar Area, Basement, and Stairwell	
✓	Sweep and mop floor, removed adhered material and inspect	✓	Clean and disinfect all surfaces of the bar
✓	Clean and disinfect toilet bowl(s), urinal (if applicable) and sink(s)	✓	Sweep and mop stairwell and basement floors—be sure to use clean water (change the water frequently)
✓	Make sure bathroom is stocked with toilet paper and hand towels (INSIDE dispensers)	✓	Wipe down all window sills, walls and baseboards (remove adhered materials) with hot water and a clean cloth, stairwell in particular
Living Room and Foyer		Exterior: Garbage Area and Grounds	
✓	Sweep all floors (especially under furniture), remove adhered material and inspect. Remove food/crumbs from under sofa/chair cushions	✓	Sweep floor of back patio and front porch
Exterior: Garbage Area and Grounds		✓	Make sure all garbage is bagged and stored in dumpster
✓	Break down all cardboard boxes for recycling pick-up		
✓	Pick up all cans, cups, broken glass, etc. from the grounds surrounding the house		
✓	Make sure all garbage is bagged and stored in dumpster		
✓	Make sure all aluminum cans are being recycled and placed in recycling container		

DO NOT store anything in ice machines (including beer, food, cups, etc.) This is one of the leading causes of illness.