

MONTHLY SELF INSPECTION CHECKLIST: BUILDING INTERIOR FOR SLIP, TRIP, AND FALL PREVENTION

SCHOOL: _____

ADDRESS: _____

DATE: _____

Instructions and Notes: This checklist is for Custodial Supervisors or Facility Managers to determine if there are STF hazards caused by work practices and/or staff use of their space and common spaces (e.g., hallways, cafeteria, gym, auditorium, etc.).

1. The inspection criteria can be modified for your schools and work practices. You may want to complete a sheet per space.
2. Integrate the final criteria in the work schedule and into annual training topics and written work practices.
3. Slip resistance referred to below refers to “high traction”.

BUILDING ENTRANCES	YES				NO				ACTION			
Entryway mats are slip resistant or are tacked down												
Entryway mats are not curled, buckled, or rippled along their edges												
Entryway mats are replaced when saturated												
INDOOR WALKWAYS (INCLUDES AISLES)	YES				NO				ACTION			
Walkways are in good repair (e.g., no loose or bucked tiles, loose gratings, holes)												
Mats and carpets are tacked down and are non-slippery												
Walkways are dry, clean, and free of clutter and contaminants (e.g., food, liquid)												
Walkways are free of hazards (e.g., cables, open drawers, protruding objects, obstacles)												
Flooring is not slippery, or has a slip resistant finish (NFSI Certified floor cleaner and/or treatment)												
Floor drain screens are cleaned regularly												
Lighting in walkways is adequate and working												
STEPS AND STAIRS	YES				NO				ACTION			
Stair rails are properly secured to the sidewall, stable, clean, and smooth												
Contrasting color used on step nosing's are still visible												
Stairs are dry, clean, and free of clutter												
Lighting in stairways is adequate and working												
RESTROOMS	YES				NO				ACTION			
Flooring is not slippery, or has a slip resistant finish (NFSI Certified floor cleaner and/or treatment)												
Flooring is maintained in a dry condition												
Trash receptacle is located near towel dispenser to minimize dripping water on the floor												
Single entrance restrooms are closed or barricaded during mopping												
Buckets, mops, brooms, etc., are not located in pedestrian pathways												
Lighting is adequate and working												
FLOOR CLEANING	YES				NO				ACTION			
Floors are not mopped during high traffic periods												
Custodians use a NFSI Certified floor cleaner and/or treatment (if specified for a floor)												
Floor cleaning product label instructions are followed, as directed												
SPILL PREVENTION AND CONTROL	YES				NO				ACTION			
Once identified, employees stay with the spill until it can be removed												
Custodians remove small, contained spills by using paper towels, rags, a microfiber cloth or microfiber flat mop, and <u>not</u> a spaghetti mop as to not expand the wet hazard area												
Spill control supplies are available for immediate use for each type of spill												

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Cleaning materials are stored and properly disposed to prevent spills (e.g., not stacked too high to prevent crushing boxes of product below)				
Products are stored properly in appropriate areas (e.g., away from doors, moving equipment) where they will not be damaged and spill contents.				
Sink and water fountain drains are clear and free flowing				
Garbage or debris is removed quickly and stored safely to prevent liquid spills				
WARNINGS AND BARRICADES	YESNON/ACTION			
An adequate number of Wet Floor or Caution signs are available for immediate use for indoor spills and for use at building entrances when conditions warrant it				
Wet Floor or Caution signs are posted in areas which lead to and at site of wet floor hazard				
Spills are quickly cleaned up, floors dried, and signs immediately removed once area is dry				
Wet Floor are not posted when floors are dry				
Caution signs are placed so they are visible from 360 degrees if relevant				
All physical hazards (e.g., cracks, holes, drop-offs) and temporary walkways are marked (e.g., using yellow slip resistant tape, paint, cones, or signs) until damage can be mitigated				
MATS AND GRATES	YESNON/ACTION			
Mats have slip-resistant backing or are secured to prevent sliding/migration				
Mats are not damaged or defective, and are cleaned regularly				
Flooring beneath mats is dry, and mats are not laid over wet surfaces				
A supply of spare mats is available for immediate mat replacement				
CONTRAST / VISIBILITY	YESNON/ACTION			
Light fixtures are working and clean to ensure visibility				
Emergency or backup lighting systems are working				
Trip Hazards	YESNON/ACTION			
Positioning of chairs and tables (e.g., legs) do not pose a physical hazard to occupants using the space, the custodian cleaning the space, or tradesmen working in space.				
Management of equipment (e.g., cords), supplies (e.g., wet paint or clay on floor), and occupant belongings (e.g., backpacks) do not pose a STF hazards.				
Space is not too cluttered to reach areas to clean safely with risk of STF				
PERSONAL PROTECTION	YESNON/ACTION			
Custodians wear slip resistant footwear when conditions warrant it (e.g., floor stripping)				
Custodians wear fall protection (e.g., harness) when working by an unprotected edge with a 4-foot drop.				

Comments:

Inspected by: _____

Print

Signature