

**13.2.6 Custodial Area Inspection**

<b>Item to be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Is there ventilation where flammable liquids are stored and dispensed?			
Is there ventilation where concentrated chemicals are poured and mixed with water?			
Are exit doors free of obstructions?			
Are exit doors kept unlocked from the inside when the building is occupied?			
Are halls and stairwells kept free from combustibile materials (e.g. furniture and recycling material)?			
Is there emergency lighting where no natural light is available, e.g. storage rooms, fan, boiler and mechanical room, etc.?			
Are all exit lights illuminated by either natural or artificial light?			
Has WHMIS training been provided to custodial and cleaning staff, are records kept?			
Is PPE available for dispensing concentrated hazardous chemicals (e.g. gloves, goggles, aprons, etc.)?			
Are flammable liquids stored in approved safety containers with a spring-loaded cap and flame arrestor; in outside storage facilities where required?			

**Inspection of Materials**

Is the following free of damage?			
Ladders, step, platform and extension			
Scaffolding			
Personal lifts			
Lawn mowers, hand and ride-on			
Snow blowers			
Weed eaters			
Floor buffing/washing machine			

Item to be Inspected	Safe	Unsafe	Action
Vacuum cleaners, shop vac, brush cleaners			
Electrical appliances			
Power tools			
Extension cords			
Guards on all rotating shafts or fan room			

**Check**

Is hearing protection available and worn?			
Is eye protection available and worn?			
Are electrical cords in good condition, e.g. no taping, ground pin missing, bare wires at plug?			
Are all guards in place on power tools and fixed equipment with moving parts?			

**Ladders and Scaffolds**

Are steps in good condition?			
Are there non-slip feet on base of aluminum or fiberglass ladders?			
Is there a rope on extension ladder? Is it in good condition?			
Are all safety rails, legs and braces in good condition and installed?			
Has training been provided for scaffold and personnel lifts on erection, use and dismantling and are records kept?			
Where supplied, has the personnel lift received an annual inspection; are there records available?			

**Cleaners' Carts**

Is the cart clean and well organized?			
Are all chemical cleaning solutions in WHMIS workplace labeled bottles?			
Are vacuums in good condition?			
Is all cleaning equipment, e.g. mops, buckets, Wet Floor signs, in good condition?			

**Chemicals**

Are MSDS available for all chemicals used by custodians, cleaning and cafeteria staff?			
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Item to be Inspected	Safe	Unsafe	Action
Is safe chemical handling information available to all staff?			
<b>First Aid Kit</b>			
Is there a First Aid kit in the custodian's office?			
Does all cleaning staff have access to this kit?			
Is it stocked according to the requirements of the First Aid regulations?			
<b>Custodian Office</b>			
Is there general ventilation in the office?			
Is the lighting adequate for reading?			
Are all concentrated cleaning chemicals stored in a separate room?			
<b>Custodial Storage Room</b>			
Are all chemicals labeled?			
Is PPE available for staff pouring the chemicals into bottles, buckets for use in the school?			
Are MSDSs available for all chemicals used, handled or stored by custodial or cleaning staff?			
Are flammable liquids, such as gasoline, stored in approved safety cans with spring loaded lid and flame arrestor?			
Are flammable storage cans stored in the loading area or outside storage facilities?			
Are storage shelves firmly attached to the wall to prevent tripping?			
Is a ladder or stepping stool available for reaching high items on the shelves?			
<b>Boiler Room</b>			
Is the floor clear of water, oil or other slip and trip hazards?			
Are emergency lights in the room(s)?			
Are all guards over compressors and rotating shafts installed?			
Are doors to large fan housings interlocked to shut off fan when the door is open?			
Is PPE worn when the custodian is changing filters, e.g. gloves, dust mask, etc.?			

**Electrical Room**

Is the electrical room kept free of combustible stored items?			
Is the electrical room or panel(s) clearly signed?			

**Cafeteria/Kitchen**

Has the staff received WHMIS training?			
Are all floors kept clear of water, grease or flour? In wash-up areas and dishwater areas floor should be dry and it is recommended that there be anti-slip strips or rubber mats.			
Are all knives stored in a safe manner in drawers or knife blocks?			
Are all fire extinguishers or systems maintained on a regular basis, are records kept?			
Are all deep fryers thermostatically controlled?			
Is no natural light is available, is emergency lighting provided?			
Are ON/OFF switches on electrical mixers, slicers and shredders shielded or recessed to prevent an accidental start?			
Are concentrated cleaning products and pesticides labeled and stored away from food?			
Are MSDS available for all products containing controlled products?			

**Grounds and Public Area(s)**

Are corridors, foyers and stairwells clear of stored items?			
Are fire doors closed?			
Are "WET" floor signs adequately displayed?			
Are stair treads and risers in good condition?			
Are walkways in good condition?			
Is the exterior lighting functioning and adequate?			
Are playgrounds and/or playing fields regularly inspected and are records kept?			