

MONTHLY BUILDING INSPECTION CHECKLIST

Must be performed every 30 days

Company Name: _____ Inspection Date: _____

Inspected by: _____

Supervisor Signature (spot checked): _____

	CONDITION		DATE WORK COMPLETE
	OK	ACTION REQUIRED	
Air Compressors - belt guards in place			
Air Hoses - good condition, no bubbles, tears, tape, worm clamps			
Bench Grinder - tongue guard 1/4", tool rest 1/8", eye protection sign			
CO Detector - in place, functional			
Electrical Cords - ground pins, exposed wiring, no tape			
Electrical Panel Box - 3' clear space, door closed, no openings			
Emergency Lights - test			
Exit Signs - lights working, test for battery function			
Extra Cylinders - secured, oxygen separated from flammables by 20'			
Eye Wash Stations - clean, accessible, functional, initial & date tag			
Fire Extinguishers - mounted, sign, clear space, pin, needle, date & initial tag			
First Aid Kit - stocked, meets minimum requirements			
Floor Grates/Openings - no gaps, open spaces or trip hazards			
Floor Mats at Entrances - 6' summer, 10' winter			
Ladders - good condition, stored properly (secured or laying down)			
Parts Washers - if flammable, fusible link in place, cover closed			
Rolling Ladders - rubber stoppers/feet in tact			
Safety Data Sheets - location identified			
Shop Rags - utilizing proper containers			
Spray Bottles - properly labeled, GHS compliant			
Torches - guages/hoses in good condition, flash back arrestors in place			

Copies of completed form must be kept on file for 12 months.