

# Lodge Safety Inspection Form Checklist

## General/Fire

- \_\_\_\_\_ First Aid kit is available for use in kitchen and has appropriate supplies.
- \_\_\_\_\_ Emergency numbers (Police/Fire/Medical) are posted near the telephone.
- \_\_\_\_\_ The local Fire Department is familiar with the Lodge and its operations.
- \_\_\_\_\_ An emergency evacuation (site) map is posted in the Social Quarters.
- \_\_\_\_\_ The room maximum capacity sign is posted in the Social Quarters.
- \_\_\_\_\_ The proper type(s) of fire extinguishers, adequate in number and size, as per local code, are properly wall mounted, located appropriately for hazard involved, identified and accessible.
- \_\_\_\_\_ Fire extinguishers are "charged" and visually inspected at least monthly, inspections are noted on the inspection tag (annual inspections are completed by a professional service representative and records retained at the Lodge).
- \_\_\_\_\_ The kitchen range fire extinguisher system works and is included in the Lodge extinguisher inspections.
- \_\_\_\_\_ Ceiling sprinkler heads (when installed) have a minimum 18" operating clearance from all materials.

## Exits/Stairways

- \_\_\_\_\_ Exits are identified with an "EXIT" sign, and not blocked or hidden from view.
- \_\_\_\_\_ Doors are kept unlocked during hours of operations or equipped with panic bars.
- \_\_\_\_\_ Doorways that could be confused as an exit are marked as "NOT AN EXIT" and a sign stating where it leads to, i.e. "Storeroom".
- \_\_\_\_\_ The direction of travel in all hallways/passageways to the nearest EXIT is marked with a sign and arrow showing the way to the outside EXIT doors.
- \_\_\_\_\_ The "emergency" lighting system works (has no manual by-pass switch) and will automatically activate in the event of power failure.
- \_\_\_\_\_ Every stairway is well lit and in good repair. Those having four or more steps have a hand rail. Those 88 inches or more in width have an intermediate midway stair railing.
- \_\_\_\_\_ All open-sided floor or platform areas such as a "stage" that are 4 feet or more from the adjacent floor, have railings on all sides.
- \_\_\_\_\_ Elevator(s) are maintained and inspected according to state and local codes.

## Floor and Walking Surfaces

- \_\_\_\_\_ Floor coverings such as tile and carpet are in good repair and have no holes.
- \_\_\_\_\_ Carpeting is in good shape, with no torn or loose threads that could cause someone to trip and fall. The carpet on stairways is tight with no loose ends.
- \_\_\_\_\_ Tile areas, i.e. kitchen floor, are kept clean and in good repair; broken, chipped, or missing tile has been replaced or the area leveled to prevent trips/falls.
- \_\_\_\_\_ Rugs and mats, i.e. doorway and kitchen, are clean and secured from movement, with no turned-up edge(s), so that no one will trip over them.
- \_\_\_\_\_ The dance floor has a "non-slip" treatment or other material to prevent slipping.
- \_\_\_\_\_ Portable signs indicate wet-mopped floors or temporary hazards.

## **Kitchen/Bar Areas**

- \_\_\_\_\_ Compressed gas cylinders are secured to prevent them from falling over or from having the control valve damaged.
- \_\_\_\_\_ The meat slicer blade is set at zero when not in use.
- \_\_\_\_\_ All "cutting" knife blades are protected to prevent accidental cuts.

## **Electrical**

- \_\_\_\_\_ All electrical wall outlets have appropriate covers and have not been modified to feed more lines than originally designed, i.e. two plug-ins equal two plugs.
- \_\_\_\_\_ Only UL listed "surge protected" electrical extension cords are in use.
- \_\_\_\_\_ All electrical equipment is properly grounded.
  
- \_\_\_\_\_ All electrical wall panel boxes have at least a 30 inch clearance in front of their door. Each circuit breaker or fuse port is marked as to list its controls and every wire leading into, or out of, the panel box has protection against contacting the metal frame of the panel box.

## **Hazardous Chemicals**

- \_\_\_\_\_ A written inventory of all hazardous chemical substances, i.e. ammonia, bleach, metal cleaners, etc., is kept on hand in the Administrator's office.
- \_\_\_\_\_ All employees are aware of the hazards related to the chemicals used in the Lodge and how to protect themselves from chemical harm.
- \_\_\_\_\_ Flammable and combustible liquids (paints, solvents, etc.) are stored in metal safety cabinets or off premises.

## **Rest Rooms**

- \_\_\_\_\_ Customer and employee facilities have clean sinks, mirrors and commodes.
- \_\_\_\_\_ Floors are dry and clean.
- \_\_\_\_\_ Soap and towels or air dryer are provided.
- \_\_\_\_\_ Employees are required to wash hands thoroughly before leaving the rest rooms.
- \_\_\_\_\_ Lights operate satisfactorily.

## **Parking Lot/Sidewalk Areas**

- \_\_\_\_\_ Parking areas have adequate lighting; curbs and parking spaces are identified (marked), handicap parking and access is appropriate (signs, ramps, restricted).
  
- \_\_\_\_\_ The sidewalk and paved parking area is in good repair (no pot-holes, or broken/raised cement). Curbs and parking stops/blocks are clearly marked (painted).
- \_\_\_\_\_ Steps and ramps are well maintained, identified/marked and have adequate lighting and rails. Step-ups and/or step-downs are clearly identified.
- \_\_\_\_\_ Non-slip material such as salt or sand is provided for stairs, ramps, outside doorways and parking areas as appropriate, i.e. during periods of bad weather.