

Custodian Room Inspection Checklist

Is there ventilation where flammable liquids are stored or dispensed?

Is there ventilation where batteries are charged?

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; do panic bars function correctly?

Are halls and stairwells kept free from combustible 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 rooms, 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 personal protective equipment 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?

Is the Asbestos Management Program available in the office and has information and/or training been provided to staff? Are records kept?

Is the Asbestos Log for locations of known asbestos available for maintenance staff and contractor review?

Equipment to Inspect

Ladders, step and platform Ladders, extension

Scaffolding, tubular or steel

Personnel Lifts, hydraulic, pneumatic, electrical etc. Lawn mowers, hand or ride-on Snow blowers

Weed eaters

Floor buffing/washing machine Vacuum cleaners

Shop vacuums, wet and dry Brush cleaners

Electrical appliances, fridge, stove, washing machine, kettle

Power tools, drill, jigsaw, skill saw, etc. Extension cords

Guards on all rotating shafts in boiler or fan rooms

Check

Is equipment in good condition?

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, wringers, Wet Floor signs, in good condition?

Chemicals

Are MSDS available for all chemicals used by custodians, cleaning and cafeteria staff?

Is safe chemical handling information available for staff ?, e.g. a Chart, available in English and other languages as required?

Personal Safety Kit

If provided, does the kit contain such items as; hardhat, hearing protection, flashlight, goggles, rubbers for shoes, dust mask, raincoat, safety vest and gloves?

First Aid Kit

Is there a First Aid Kit in the custodian's office? Do all cleaning staff have access to the Kit? Is it stocked as per the WSIB requirements?

CUSTODIAN OFFICE

All items in Custodial Office General Safety apply with the following additions:

Is there general ventilation in the office?

Is the lighting adequate for reading?

Are all concentrated cleaning chemicals stored in a separate room?

CUSTODIAL STORAGE ROOM(S)

All items in Custodial Areas General Safety apply with the following additions:

Are all concentrated chemicals labeled?

Is personal protective equipment available for staff pouring the chemicals into bottles for use in the school; e.g. goggles, gloves, aprons etc.?

Are all bottles containing chemicals labeled with WHMIS workplace labels?

Are Material Safety Data Sheets (MSDS) 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 a spring-loaded lid and flame arrestor? Are flammable safety cans stored in the loading area or outside storage facilities?

Are storage shelves firmly attached to the wall to prevent tipping?

Is a ladder or stepping stool available for reaching high items on the shelves?