

Self-Inspection Checklist for Posts

Identification and removal or correction of hazards is essential in preventing losses. This checklist can assist in identifying areas in need of attention. A "No" response indicates corrective action is needed.

General	Yes	No	N/A
Emergency procedures and duties are pre-planned, periodically reviewed with employees and posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit available and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local fire department familiar with premises and operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper number, size, and type of fire extinguishers marked, mounted, and serviced annually? Employees trained how to use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical systems and equipment provided with adequate overload protection and grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate outlets with covers provided? Gang plugs and extension cords prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work area or maintenance work area tools in good condition? Power cords not damaged? Ground pins in place on all grounded tools? Guards are in place as intended by manufacture & fully operational? GFCI protection is used in conjunction with temporary wiring cord sets (extension cords)? Only 3 wire type extension cords are used in work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for handling employee safety and health complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety and health training provided to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all alcohol servers taken Alcohol Server Training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Stock Storage and Handling	Yes	No	N/A
Housekeeping adequate (e.g., walkways and hallways clear, storage orderly, debris removed daily or more often)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Empty boxes are broken down and discarded promptly to prevent accumulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skylights or domes sealed to prevent water damage and wire meshed for security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage of combustibles kept at least 2 feet from heating and electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler control valves secured in open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contracted sprinkler maintenance and inspection service provided quarterly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Smoking	Yes	No	N/A
Smoking prohibited throughout the building? Are signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate receptacles provided for discarded cigarettes in designated smoking areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Life Safety and Common Areas	Yes	No	N/A
Are all areas are well lit, including hallways, stairs and warning signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting is provided, which automatically activates in the event of a power failure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate exits, marked, illuminated, and kept clear? Open outward and unlocked while occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors, passageways, or stairways that are not exits appropriately marked "NOT AN EXIT"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Railing system provided and complete? Steps and stair landings in good condition? Stair treads are of uniform height and width with a slip resistant surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decal on safety or tempered glass installed on glass doors and entry ways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pinch points around doors properly guarded? Automatic door treadles kept in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walkways free of slip, trip or fall hazards and well illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor mats and carpets lay flat, without ripples or curled edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for prompt clean-up of wet conditions? Floor mats provided at entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in assisting customers to leave building in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an effective procedure to assure spills are promptly cleaned up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is maintenance of automatic sprinkler systems assigned to competent persons or a sprinkler contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous articles (e.g., sharp objects, chemicals) out of reach of children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Kitchen / Bar Area	Yes	No	N/A
A bar and kitchen cleaning schedule is prepared and followed daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glassware is cleaned and sanitized at proper temperatures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cutting boards and knives used in the bar area are washed between uses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tongs are used for garnishes? All unused drink garnishes are discarded daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glassware is stored on a clean shelf or rack, NOT on the bar?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A sink is available that is used for hand washing only? A separate sink is available for washing glassware and bar utensils?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand washing signs are posted in kitchen and bar area stating employees must frequently wash hands during shift hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bandages are worn over wounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hair is pulled back away from face?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bar surfaces are sanitized regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice tongs or scoop is always used. (A glass is never used to scoop ice into itself). Ice scoops are stored outside of ice bin, in clean, protected location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All food kept in the bar area is kept closed (bags of chips, bottles of liqueur, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft beer lines are cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are instructed on proper knife and equipment handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Parking Areas	Yes	No	N/A
Snow, ice, and refuse removed from parking lots and walkways? Adequate drainage provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car stops provided around building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signs in good condition and secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design and arrangement adequate to minimize potential for pedestrian or vehicular issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drop off and pick-up areas are well designed/arranged, and signage directs vehicles properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free of slip, trip and fall hazards? (surface, curbs, tire stops, speed bumps in good repair and clearly visible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Flammable Liquids	Yes	No	N/A
Flammable/combustible liquids stored in UL listed safety cans or metal cabinets? Proper separation distance between flammables/combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs prohibiting customer access to restricted areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Crime/Cash Theft	Yes	No	N/A
Are cash registers "bled off" periodically during the day? Are they emptied and left open during non-operating hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash on premises kept to a minimum by frequent bank deposits with varied times and routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premises alarm protection maintained in operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checks stamped "For Deposits Only" when received and listed in a log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are two signatures from Officers required on all checks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drivers discouraged from collecting cash or given secured drop boxes (welded to truck body)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees instructed on procedures for opening and closing premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior doors equipped with dead bolt locks and padlocks in channels of roll-up overhead doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Post-owned Automobiles	Yes	No	N/A
Motor vehicle records checked against established criteria before allowing vehicle use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles maintained consistent with manufacturer recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Provide photos of and comment on safety issues identified.

Photos	Comments