

Location _____

Month _____

Inspection Date _____

Instructions: Walk through the entire facility and observe each area for any/all hazards to the Team, residents, and visitors health and safety. Review finds and make necessary corrections. Repairs needed are to be documented on the Maintenance Request form. It is recommended that alternating Team members participate in the inspection process.

FIRE SAFETY

	Y	N	Comments
Are all fire extinguishers properly mounted and labeled?			
Are the locator signs above the fire extinguishers intact?			
Are the attached inspection tags legible and date of inspections current?			
Are sprinkler heads have an 18 inch clearance and free of dust?			
Ask one (1) Team member to explain how to use the fire extinguisher and where the nearest one is located			
Ask one (1) Team member to identify the nearest fire alarm pull box.			
Ask one (1) Team member to procedures for a fire emergency, evacuation route, and nearest pull box.			

HAZARD COMMUNICATION

	Y	N	Comments
Are all secondary containers properly labeled?			
Are chemicals stored properly?			
Are all original chemical containers properly capped and labeled?			
Are there any new chemicals since the last inspection?			
Is there an accompanying MSDS for new chemical(s)?			
Are the appropriate materials available to clean up specific spills? (ex. Blood)			
Ask one (1) Team member to tell you what an MSDS sheet is and where they are located			
Is the appropriate PPE available and where is it located?			
Ask one (1) Team member to tell you what a PPE is and where they are located			
Are hazards labels in good condition?			

TEMPERATURES

	Y	N	Comments
What is the refrigerator temperature? (required >41° F)			
What is the freezer temperature? (0°F)			
What is med refrigerator temperature? (required >41° F)			

FACILITY AND GROUNDS

	Y	N	Comments
Ask one (1) Team member to locate the First Aid Kit.			
Is the First Aid Kit complete?			
Have the eye washed stations in good working worked, properly labeled, and flushed?			
Are the attached inspection tags on the eye wash stations up to date?			
Are electrical cords in good condition? (not frayed, cracked, or worn)			
Are there covers and plates on all switches and outlet boxes, and are they in good condition?			
Are the light bulbs and fluorescent tubes properly covered?			
Are there any electrical outlets overloaded by use of multiple plugs or extension cords?			
Is voltage identified and labeled on the outside of all electrical panels?			
Are all breakers and disconnects properly identified and labeled?			
Is easy access maintained into the areas of the electrical panels?			
Are all electrical equipment properly grounded and labeled?			
Do ladders meet the ANSI standards and are in good working condition?			
Are ladders stored properly?			
Are heavier items stored on lower shelves?			
Is all floor stock up on shelves?			
Is storage room floor uncluttered?			
Are floors and hallways free of hazards? (ex. trash, water, electrical cords)			
Are grab bars securely fastened?			
Are faucets clearly marked hot and cold?			
Are slip resistant surfaces in tact?			

Are all exits unobstructed?			
Do exit doors open easily?			
Are EXIT ONLY doors clearly identified and illuminated?			
Are tables and chairs stable?			
Are common hallways free of trip hazards?			
Are wall décor secure?			
Are emergency hall lights in working condition?			
Are all resident call lights in working condition?			
Are air condition units in working order and clean? (filters)			
Are the grounds outside free of trash?			
Are all outside tables and chairs stable and in good condition?			
Are the walking paths free and clear of debris/obstruction?			
Are kitchen gates in working condition? (MC) Is kitchen secured from resident access?			

PUBLIC POSTINGS

	Y	N	Comments
Is the Activity Calendar updated and posted?			
Is the Menu updated and posted? (on kitchen bar and facing outward)			
Is the Emergency Phone Numbers listed and posted?			
Is the Emergency Procedures Booklet posted?			
Are evacuation routes posted?			
Is the Facility license posted?			
Is the fire department Operational Permit posted?			
Is the Complaint Policy posted?			
Is the most recent inspection or survey results posted?			
Is the Resident's Rights posted?			
Is the Provider's Rights posted?			
Is the Office of the LTC Ombudsman contact info posted?			
Is the Staffing Pattern posted?			
Is the DADS hotline number to report abuse, neglect, or exploitation posted?			
Is the Electronic Monitoring sign posted?			

Inspected & Verified by Printed Name

Inspected and Verified by Signature