

VANDERHEYDEN HALL, INC.
MONTHLY ENVIRONMENTAL CHECKLIST

Inspector _____ Date of Inspection _____ Building _____

<i>Items to Inspect</i>	<i>Yes</i>	<i>No</i>	<i>Remarks (unsafe conditions)</i>
Fire extinguishers			
- properly located?			
- inspection sticker present?			
- pressure up?			
Fire detection devices OK?			
Evacuation plan posted?			
Emergency lights on and charged?			
Exits clear?			
Stairways clear?			
Stair treads secure?			
Hand rails on stairs?			
Carpets secure?			
Boiler room and entrance clear?			
Attic, basement & garage area free if clutter?			
Closets clean?			
Paint, gas, oil & other flammables stored in metal cabinets?			
Storage areas labeled?			
Fan filters clean? (stove and oven)			
Fans in safe location?			
Exposed radiator covered?			
Electrical plugs, sockets, switches covered and tight?			
Exposed light bulbs?			
Trash and garbage disposed of properly?			
Food stored properly?			
Chemicals stored separately & properly?			
Medicaition/First Aid supplies stored properly?			
Spill Kits stored properly?			
Bed Rails checked?			
Choking posters hung on wall in dining room? OCFS Programs Only			
Emergency lights operational?			

Other:

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List Vehicle(s) and current license plate number(s) in the space below.

Vehicle (s)					
Veh. Lic #					
Odometer reading					
Registration – Present & Valid					
Ins. Card Present & Valid					
Spill kit in vehicle and full					

Comments:

Program Directors must sign and return to Maintenance Services with notation of corrections made or Maintenance Request attached within 5 days. **Unsafe Conditions** must be corrected immediately.

Director _____ Date of Response _____
 Date Received at Maintenance Services _____
