

MONTHLY BUILDING INSPECTION CHECKLIST*

To be performed every 30 days



Company Name: _____ Inspection Date: _____

Inspected by: _____

Supervisor Signature (spot checked): _____

| | CONDITION | | DATE |
|---|-----------|-----------------|--|
| | OK | ACTION REQUIRED | Date Contractor Called and/or Work Completed |
| AEDs - Ready, accessible, pads, batteries, supplies, CPR mask | | | |
| Air Compressors - Belt guards in place | | | |
| Air Hoses - Good condition, and no bubbles, tears, tape, or worm clamps | | | |
| Bench Grinder - Tongue guard 1/4", tool rest 1/8", eye protection sign | | | |
| CO Detector - In place, functional [Location(s): _____] | | | |
| Cylinders - Secured, oxygen separated from all flammables and oil by 20' | | | |
| Electrical Cords - Ground pins, no exposed wiring, no tape | | | |
| Electrical Panel Box - 3' clear space, door closed, no openings | | | |
| Emergency Lights - Test for battery function | | | |
| Exits - Intact, lit, battery function test, not blocked, no deadbolts, etc. | | | |
| Eye Wash Stations - Clean, accessible, functional, fluid change due date _____ | | | |
| Fire Extinguishers - Mounted, sign, clear space, pin, needle, date & initial tag | | | |
| First Aid Kit - Stocked, meets minimum requirements | | | |
| Flammable Liquids - Closed when not in use, grounding straps when needed | | | |
| Floor Grates/Openings - No gaps, open spaces, or trip hazards | | | |
| Floor Mats at Entrances - 6' summer, 10' winter | | | |
| Gas Cans - Approved metal cans only | | | |
| Ladders - Good condition, stored properly (secured or laying down) | | | |
| Parts Washers - If flammable, fusible link in place, cover closed | | | |
| Rolling Ladders - Rubber stoppers/feet intact | | | |
| Safety Data Sheets - Location identified | | | |
| Shop Towels - Utilizing proper containers | | | |
| Spray Bottles - Properly labeled, GHS compliant | | | |
| Sprinkler Valve - Clear space/ access | | | |
| Torches - Gauges/hoses in good condition, flash back arrestors & lens in place | | | |

*Note: Also conduct tank and lift inspection forms monthly

Copies of completed form should be kept on file for 12 months.