

HOUSEKEEPING INSPECTION CHECKLIST

Section / Area In-Charge		Electrical Installation and Maintenance NC II Workshop
YES	NO	INSPECTION ITEMS
		1. Is the floor dry, swept clean and litter free?
		2. Are walls, windows and ceiling clean and free from cobwebs?
		3. Are outlets are safe to use?
		4. Is the whole area well ventilated and lighted?
		5. Are chairs arranged / tucked when not in used?
		6. Are chairs and tables free from dust and cobwebs?
		7. Are electrical wiring set neatly for safety and good appearance?
		8. Are all equipment and other appliances kept in proper storage?
		9. Is the workshop area free from any food stuff?
		10. Are tables and filing cabinet are properly labeled?
		11. Are books and other reading materials found in their proper places?
		12. Are supplies kept and labeled?
		13. Are tables and drawers clear from unnecessary items?
		14. Are wasted properly disposed?
		15. Is the whiteboard clean?
		16. Are the electric fans and industrial fans free from dust?
		17. Are the hanging frames clean?
		18. Are soft brooms and dust pans placed in their proper places?
		19. Are the conform rooms disinfect regularly?
		20. Are the alcohol dispenser are clean and full?
Inspected by:		
Date:		

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