

### 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:                    |    |                                                                         |

Vision

Provider of highly skilled electricians in Central Luzon

Mission

To create a passion for learning and promote innovation.