

Name of Company

Interior Facility Maintenance Inspection

Completed by: _____

Date: _____

Item	S/U	Corrective Action / Comment
Processing and Production Areas		
Ceiling, walls and floors are free from cracks and other signs of damage (including pooling water).		
Work areas/benches are free from rust, damage and deterioration.		
All production equipment is free from rust, damage, and deterioration – no exposed wood is present.		
Lights above processing areas are all covered or have non-shattering bulbs.		
All sinks (including hand-washing sinks) are accessible and in working order.		
Other fitting and fixtures are in good condition and in working order.		
Dry Storage Areas		
Walls, floors and ceiling are clean and in good condition.		
Lights are covered or non-shattering bulbs are used.		
Maintenance chemicals are stored separately from food and packaging materials.		
Staff Amenities (e.g. toilets, staff rooms)		
Walls, floors and ceiling are clean and in good condition.		
Lights are covered or non-shattering bulbs are used.		
Hand-washing sinks are accessible and in good working order.		
Pest Control		
Insect and bait stations are maintained and in good working order.		
All openings in walls are filled or covered.		
Forklifts / Trolleys / Carts / Pallet Jacks		
Units are kept clean and in good working condition.		

Issue Date: _____

Developed by: _____

Date last revised: _____

Authorized by: _____

Date authorized: _____