

Lodge Safety Inspection Form Checklist

General/Fire

- _____ First Aid kit is available for use in kitchen and has appropriate supplies.
- _____ Emergency numbers (Police/Fire/Medical) are posted near the telephone.
- _____ The local Fire Department is familiar with the Lodge and its operations.
- _____ An emergency evacuation (site) map is posted in the Social Quarters.
- _____ The room maximum capacity sign is posted in the Social Quarters.
- _____ The proper type(s) of fire extinguishers, adequate in number and size, as per local code, are properly wall mounted, located appropriately for hazard involved, identified and accessible.
- _____ Fire extinguishers are "charged" and visually inspected at least monthly, inspections are noted on the inspection tag (annual inspections are completed by a professional service representative and records retained at the Lodge).
- _____ The kitchen range fire extinguisher system works and is included in the Lodge extinguisher inspections.
- _____ Ceiling sprinkler heads (when installed) have a minimum 18" operating clearance from all materials.

Exits/Stairways

- _____ Exits are identified with an "EXIT" sign, and not blocked or hidden from view.
- _____ Doors are kept unlocked during hours of operations or equipped with panic bars.
- _____ Doorways that could be confused as an exit are marked as "NOT AN EXIT" and a sign stating where it leads to, i.e. "Storeroom".
- _____ The direction of travel in all hallways/passageways to the nearest EXIT is marked with a sign and arrow showing the way to the outside EXIT doors.
- _____ The "emergency" lighting system works (has no manual by-pass switch) and will automatically activate in the event of power failure.
- _____ Every stairway is well lit and in good repair. Those having four or more steps have a hand rail. Those 88 inches or more in width have an intermediate midway stair railing.
- _____ All open-sided floor or platform areas such as a "stage" that are 4 feet or more from the adjacent floor, have railings on all sides.
- _____ Elevator(s) are maintained and inspected according to state and local codes.

Floor and Walking Surfaces

- _____ Floor coverings such as tile and carpet are in good repair and have no holes.
- _____ Carpeting is in good shape, with no torn or loose threads that could cause someone to trip and fall. The carpet on stairways is tight with no loose ends.
- _____ Tile areas, i.e. kitchen floor, are kept clean and in good repair; broken, chipped, or missing tile has been replaced or the area leveled to prevent trips/falls.
- _____ Rugs and mats, i.e. doorway and kitchen, are clean and secured from movement, with no turned-up edge(s), so that no one will trip over them.
- _____ The dance floor has a "non-slip" treatment or other material to prevent slipping.
- _____ Portable signs indicate wet-mopped floors or temporary hazards.

Kitchen/Bar Areas

- _____ Compressed gas cylinders are secured to prevent them from falling over or from having the control valve damaged.
- _____ The meat slicer blade is set at zero when not in use.
- _____ All "cutting" knife blades are protected to prevent accidental cuts.

Electrical

- _____ All electrical wall outlets have appropriate covers and have not been modified to feed more lines than originally designed, i.e. two plug-ins equal two plugs.
 - _____ Only UL listed "surge protected" electrical extension cords are in use.
 - _____ All electrical equipment is properly grounded.
- All electrical wall panel boxes have at least a 30 inch clearance in front of their door. Each circuit breaker or fuse port is marked as to list its controls and every wire leading into, or out of, the panel box has protection against contacting the metal frame of the panel box.

Hazardous Chemicals

- _____ A written inventory of all hazardous chemical substances, i.e. ammonia, bleach, metal cleaners, etc., is kept on hand in the Administrator's office.
- _____ All employees are aware of the hazards related to the chemicals used in the Lodge and how to protect themselves from chemical harm.
- _____ Flammable and combustible liquids (paints, solvents, etc.) are stored in metal safety cabinets or off premises.

Rest Rooms

- _____ Customer and employee facilities have clean sinks, mirrors and commodes.
- _____ Floors are dry and clean.
- _____ Soap and towels or air dryer are provided.
- _____ Employees are required to wash hands thoroughly before leaving the rest rooms.
- _____ Lights operate satisfactorily.

Parking Lot/Sidewalk Areas

- _____ Parking areas have adequate lighting; curbs and parking spaces are identified (marked), handicap parking and access is appropriate (signs, ramps, restricted).
- The sidewalk and paved parking area is in good repair (no pot-holes, or broken/raised cement). Curbs and parking stops/blocks are clearly marked (painted).
- _____ Steps and ramps are well maintained, identified/marked and have adequate lighting and rails. Step-ups and/or step-downs are clearly identified.
 - _____ Non-slip material such as salt or sand is provided for stairs, ramps, outside doorways and parking areas as appropriate, i.e. during periods of bad weather.