



GENERAL CUSTODIAL ROOMS SAMPLE CHECKLIST



CUSTODIAL STORAGE ROOM(S)

All items in Custodial Areas General Safety apply with the following additions:

	YES	NO
Are all concentrated chemicals labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Is personal protective equipment available for staff pouring the chemicals into bottles for use in the school; e.g. goggles, gloves, aprons, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are bottles containing chemicals labeled with WHMIS workplace labels?	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets (MSDS) available for all chemicals used, handled or stored by custodial or cleaning staff?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids, such as gasoline, stored in approved safety cans with a spring-loaded lid and flame arrestor?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable safety cans stored in the loading area, or outside storage facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Are storage shelves firmly attached to the wall to prevent tipping?	<input type="checkbox"/>	<input type="checkbox"/>
Is a ladder or stepping stool available for reaching high items on the shelves?	<input type="checkbox"/>	<input type="checkbox"/>



LOADING AREA

All items in Custodial Areas General Safety apply with the following additions:

	YES	NO
Are all carts and mechanical lifting aids in good condition, regularly maintained and records kept?	<input type="checkbox"/>	<input type="checkbox"/>
Is the compactor (if present) in good condition, regularly maintained and records kept?	<input type="checkbox"/>	<input type="checkbox"/>
Are the compactor safety controls working? Ask the custodian if he/she can turn the compactor on to demonstrate the operation.	<input type="checkbox"/>	<input type="checkbox"/>
Does the compactor continue running when the custodian lets go of the button? If so the safety features are not operating correctly	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible recycled material kept to a minimum by regular pickup?	<input type="checkbox"/>	<input type="checkbox"/>
Is ventilation available if battery charging is located in this area?	<input type="checkbox"/>	<input type="checkbox"/>

BOILER ROOM(S)

All items in Custodial Areas General Safety apply with the following additions:

	YES	NO
Is the floor clear of water, oil or other slip and trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a carbon monoxide detector in the boiler room?	<input type="checkbox"/>	<input type="checkbox"/>
Is it regularly serviced and are records kept?	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting in the room(s)?	<input type="checkbox"/>	<input type="checkbox"/>

FAN ROOM(S)

All items in Custodial Areas General Safety apply with the following additions:

	YES	NO
Are all guards over compressors and rotating shafts installed?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors to large fan housings interlocked to shut off fan when the door is open?	<input type="checkbox"/>	<input type="checkbox"/>
If no interlocks are present, is there a written LOCKOUT procedure in place and has the custodian been trained in the procedure?	<input type="checkbox"/>	<input type="checkbox"/>
Is protective equipment worn when the custodian is changing filters, e.g. gloves, dust mask, etc.?	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICAL ROOM(S)

All items in Custodial Areas General Safety apply with the following additions:

	YES	NO
Is the electrical room kept free of combustible stored items?	<input type="checkbox"/>	<input type="checkbox"/>
Is the electrical room or panel(s) clearly signed?	<input type="checkbox"/>	<input type="checkbox"/>