

Housekeeping inspection checklist

Format No.:

Date: ___/___/___

Unit: _____

No.	Checklist Details	Observation			Observations
		Good	Fair	Poor	
01	Admin general Area				
02	Admin offices				
03	Security gates				
04	Security offices				
05	Canteen / Kitchen / lunch room				
06	Wash room				
07	Production / Planning offices				
07	Engineering offices				
08	Quality offices				
09	Packing offices				
10	Dispatch offices				
11	Raw material Purchase offices				
12	Store / purchase offices				
13	Maintenance offices				
14	Supervisor offices				
15	Warehouse offices				
16	Raw material area				
17	Generate set area				
18	Chemical store offices				
19	Scrap yard / offices				
20	Gas / Cylinder storage area				

Inspector Remarks:

Inspection By:

Signature: _____

I received copy of the Housekeeping inspection checklist.

Executive Human Resource Signature: _____