**Construction Site Housekeeping Audit Checklist**

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| **Contractor:** |       | **Subcontractor:** |       |
| **Project Name:** |       | **Project Number:** |       |
| **Date:** |       | **Time:** |       | **College:** |  |
| **Contractor Representative:** |       |
| **LACCD Regional Safety Manager:** |       |

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| **Working Areas** | **Yes** | **No** | **N/A** |
| 1. | Are safe accesses to the job site provided for all workers and vehicles? | [ ]  | [ ]  | [ ]  |
| 2. | Are walking/working surfaces kept clear, clean, and any liquid spills cleaned up immediately? | [ ]  | [ ]  | [ ]  |
| 3. | Are stairways, passageways, and gangways kept free of material, supplies, or obstructions? | [ ]  | [ ]  | [ ]  |
| 4. | Is all debris and trash picked up and placed in their proper containers? | [ ]  | [ ]  | [ ]  |
|  5. | Are protruding nails, forms, scrap lumber, and other debris kept clear from work areas, passageways, and stairs, and in and around buildings or other structures? | [ ]  | [ ]  | [ ]  |
|  6. | All Rebar capped to prevent an impalement hazard? | [ ]  | [ ]  | [ ]  |
|  7. | Are an adequate number of toilets and potable water provided and sufficiently serviced? | [ ]  | [ ]  | [ ]  |
|  8. | Is adequate illumination provided for interior all active work areas? If not active, then is access properly restricted?  | [ ]  | [ ]  | [ ]  |
| 9. | Are extension cords, water, and pneumatic hoses being properly placed to minimize a potential tripping hazard?  | [ ]  | [ ]  | [ ]  |
| 10. | Are First Aid supplies readily available? | [ ]  | [ ]  | [ ]  |
| 11. | Was a Proper Emergency Action Plan prepared? | [ ]  | [ ]  | [ ]  |
| 12. | Proper Paperwork posted (OSHA 300, MSDS…)? | [ ]  | [ ]  | [ ]  |
| **Materials and Storage** | **Yes** | **No** | **N/A** |
| 13. | Are items not being used (e.g., tools, cords, or chains) stored in their proper locations? | [ ]  | [ ]  | [ ]  |
| 14. | Are materials storage areas kept clean and free of unnecessary materials and debris? | [ ]  | [ ]  | [ ]  |
| 15. | Is loose scrap or light materials that may be blown off by high winds, properly secured? | [ ]  | [ ]  | [ ]  |
| 16. | Are empty cement bags and other dust-producing materials removed from the work areas? | [ ]  | [ ]  | [ ]  |
| 17. | Are fire extinguishers inspected and located along commonly traveled routes and close to possible ignition sources? | [ ]  | [ ]  | [ ]  |
| 18. | Are Flammable and Hazardous materials being stored properly?  | [ ]  | [ ]  | [ ]  |
| 19. | Are loose and light materials properly stored and secured? | [ ]  | [ ]  | [ ]  |
| 20. | Are materials placed a minimum of 5’ from Openings and Edges? | [ ]  | [ ]  | [ ]  |
| 21. | Spill Kit Available for hazardous materials? | [ ]  | [ ]  | [ ]  |
| 22. | Ladders not in use being stored properly? | [ ]  | [ ]  | [ ]  |
| 23. | Fugitive Dust Control Measures in place? Interior and Exterior? | [ ]  | [ ]  | [ ]  |
|  **Waste** | **Yes** | **No** | **N/A** |
| 24. | Are trash and recycling containers with self-closing covers placed throughout the job site, marked for proper use, and emptied at regular intervals? | [ ]  | [ ]  | [ ]  |
| 25. | Are chutes provided to remove waste from above- grade floors? | [ ]  | [ ]  | [ ]  |
| 26. | Are drip pans used to collect oils and fluids? | [ ]  | [ ]  | [ ]  |
| 27. | Are all scrap, waste, recyclable, and surplus materials disposed of in accordance with federal regulations and local codes? | [ ]  | [ ]  | [ ]  |
| 28. | Are all oil-soaked and paint-saturated rags, clothing, waste, or combustible refuse placed in non- combustible receptacles with self-closing covers? | [ ]  | [ ]  | [ ]  |
| 29. | Is combustible waste scheduled for frequent collection and removal? | [ ]  | [ ]  | [ ]  |
| 30. | Are used oil containers and dumpsters locked to secure them from unwanted waste? | [ ]  | [ ]  | [ ]  |

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| **INSPECTED BY (PLEASE SIGN)** |  | **PRINT NAME** |  | **DATE** |

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# Comments and Photos:

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