

### **Hotel Guest Rooms**

- Are there safety locks on the door?
- Is there a chain?
- Is eye viewer set at medium height?
- Can the windows be secured from the inside?
- Are all electric outlets grounded?
- Is hot water set at a safe temperature?
- Are the floors slippery?
- Does the bath tub or shower have a non-slip floor?
- Are the rails of the windows or balcony toddler safe?
- Is there a smoke alarm?
- Is there a fire escape map?
- Is there an alarm cord in the bathroom?
- Does the telephone work?
- Is there a backup light device in case of power down?
- Is there a safe for valuables in the room?

### **Receiving Area**

- Are floors in safe condition? (Are they free from broken and defective floor boards?)
- Are they covered with non-skid material?)
- Are employees instructed in correct handling methods for various containers, etc., that are received?
- Are garbage cans washed daily in hot water?
- Are garbage cans always covered?
- If garbage disposal area is adjacent to a part of the general receiving area, is there a program that keeps floors and/or dock areas clear of refuse?
- Is there a proper rack for holding garbage containers? Are garbage containers on dollies or other wheel units to eliminate lifting by employees?
- Are adequate tools available for opening crates, barrels, cartons, etc. (hammer, cutter, cardboard carton opener, and pliers)?
- Are the crate, carton, and barrel opening done away from open containers of food?

### **Storage Area**

Are shelves adequate to bear weight of items stored? Are employees instructed to store heavy items on lower shelves and lighter materials above?

Is a safe ladder provided for reaching high storage?

Are cartons or other flammable materials stored at least two feet from light bulbs?

Are light bulbs provided with a screen guard?

Is a fire extinguisher located at the door?

Are employees carefully instructed in the use of detergents to prevent agitation of dermatitis, etc.?

Do you have a program for disposition of broken glass or china?

Where controls are in a passageway, are they recessed or guarded to prevent breakage or accidental starting?

Are dish racks in safe condition ("if wooden, free from broken slats and smoothly finished to eliminate splintering; if metal, free of sharp comers that could cause cuts)?

Are these racks kept off the floor to prevent tripping?

### **Serving Area**

Are steam tables cleaned daily and maintained regularly (are gas or electric units checked regularly by a competent serviceperson)?

Is safety valve equipment operative?

Are serving counters and tables free of broken parts and wooden or metal slivers and burrs?

Do you have regular inspections of: Glassware? China? Silverware? Plastic equipment?

If anything breaks near the food service area, do you remove all food from service adjacent to breakage?

Are tray rails adequate to prevent trays from slipping or falling off at the end or comers?

Are floors and/or ramps in good condition (covered with nonskid material, free from broken tile and defective floor boards)?

Are these areas mopped at least daily and waxed with nonskid wax when necessary?

Is there effective traffic flow so that customers do not collide while carrying trays or obtaining foods?

## **Dining Area**

Are floors free from broken tile and defective floor boards? Are they covered with nonskid wax?

Are pictures securely fastened to walls?

Are drapes, blinds, or curtains securely fastened?

Are chairs free from splinters, metal burrs, broken or loose parts?

Are floors "policed" for cleaning up spillage and other materials?

Is special attention given to the floor adjacent to water, ice cream, or milk stations?

Are vending machines property grounded?

If customers clear their own trays prior to return to dishwashing area, are the floors kept dean of garbage, dropped silver, and/or broken glass and china? If dishes are removed from dining area on portable racks or bus trucks, are these units in safe operating condition (for example, are all casters working, all shelves firm)?

## **Soiled Dish Processing Area**

Are floors reasonably free of excessive water and spillage?

Are floor boards properly maintained and in safe condition (free from broken slats and worn areas mat cause tripping)?

Are all electrical units property grounded?

Are switches located to permit rapid shutdown in event of emergency?

Can employees easily reach switches?

Pots and Pans Room or Area:

Are duckboards or floor boards in safe condition (free from broken slats and worn areas which could cause tripping)?

Are employees properly instructed in use of correct amounts of detergent and/or other cleaning agents?

Are adequate rubber gloves provided?

Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them?

Do drain plugs permit draining without the employee placing hands in hot water?

### **Walk-In Coolers and Freezers (Refrigerators):**

Are floors in the units in good condition and covered with slip-proof material? Are they mopped at least once a week (and whenever spills occur)?

If floor boards are used, are they in safe condition (free of broken slat and worn boards which could cause tripping)?

Are portable and stationary storage racks in safe condition (free from broken or bent shelves and set on solid legs)? Are blower fans properly guarded?

Is there a by-pass device on the door to permit exit if an employee is locked in (or is there an alarm bell)?

Is adequate aisle space provided?

Are employees properly instructed in placement of hands for movement of portable items to avoid hand injuries?

Are heavy items stored on lower shelves and lighter items on higher shelves?

Is the refrigerant in the refrigerator non-toxic? (Check with your refrigerator service manual.)

### **Kitchen, Food Preparation Area**

Is electrical equipment properly grounded?

Is electrical equipment inspected regularly by an electrician?

Are electrical switches located so that they can be reached readily in the event of an emergency?

Are the switches located so that employees do not have to lean on or against metal equipment when reaching for them?

Are floors regularly and adequately maintained (mopped at least daily and waxed with nonskid wax when necessary: are defective floor boards and tiles replaced when necessary)?

Are employees instructed to immediately pick up or clean up all dropped items and spillage?

Are employees properly instructed in the operation of all machines?

Are employees forbidden to use equipment unless specifically trained in its use?

Are machines properly grounded? Don't Overlook:

Lighting - Is it adequate in the

Receiving Area?

Storage Area?

Pots and Pans Area?

Walk-in Coolers and Freezers?

Food Preparation Area?

Cooking Area?

Serving Area?

Dining Area?

Soiled Dish Processing Area?

Garbage area?

### **Doors**

Do they open into passageways where they could cause an accident? (List any such locations.)

Are fire exits clearly marked and passages kept clear of equipment and materials? (List any violations.)

Stairways and Ramps

Are they adequately lit?

Are the angles of ramps set to provide maximum safety?

If stairs are metal, wood, or marble, have abrasive materials been used to provide protection against slips and falls?

Are broken out of the casing or front edge off the steps?

Are clean and securely fastened handrails available?

If there are wide stairs, has a center rail been provided?

**Ventilation- is it Adequate in the:**

Receiving Area?

Storage Area?

Pots and Pans Area?

Walk-in Coolers and Freezers?

Food Preparation Area?

Cooking Area?

Serving Area?

Dining Area?

Soiled Dish Processing Area?

**Other Safety Concerns:**

Do employees wear good shoes to protect their feet against injury from articles that are dropped or pushed against their feet?

Is employee clothing free of parts that could get caught in mixers, cutters, grinders, or other equipment?

Are fire extinguishers guarded so they will not be knocked from the wall?

If doors are provided with a lock, is there an emergency bell or a by-pass device that will permit exit from the room should the door be accidentally locked while an employee is in the room?

Is there a pusher or tamper provided for use with the grinders?

Are mixers in safe operating condition?

Are the mixer beaters properly maintained to avoid injury from broken metal parts and foreign particles in food?

Source: Adapted from  
National Safety Council,  
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