

HOUSE KEEPING INSPECTION CHECKLIST



**FINESSE
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Location: Block B&C 3rd Floor,
Ntinda Shopping Complex,
Plot 31 Ntinda - Kisaasi Rd, Kampala



Housekeeping Inspection HSE Checklist					
Contractor:				Doc. No :	
Date:		css		Location :	
S No.	Description	Yes	No	Remarks	
Plant operations area :					
1	Floor clean, no pools/spillage of condensate/ oil/chemicals/water				
2	Platform/Grating ok				
3	Tag Nos. painted as per standard on equip./machines				
4	Plant area free of superfluous material				
5	Escape routes marked				
6	Access to fire extinguishers/MCP/Emergency exit etc. unobstructed.				
7	Scrape and refuse bins provided & cleaned.				
8	Solid/liquid disposal area marked drums labeled				
9	All columns & chimneys skirts are kept clean				
10	Torn/No wind sock				
11	Temporary floor opening without barrication caution/sign boards "Do not enter without permit".				
12	High noise area properly marked				
13	Drains and vents are plugged/capped/blinded				
14	Is insulation in good condition				
15	Guards- Machine/Railing/Ladders/platforms OK				
Colour Coding and Sign Boards					
16	Colour coding of pipelines done & displayed conspicuously				
17	Adequate Nos. of caution /hazard boards & displayed conspicuously -appropriateness of display locations				
18	Tanks identification as per standards				
Personal protective Equipments :					
19	Designated space for PPE & kept properly				
20	PPEs are kept clean & maintained				
21	SCBA sets are maintained in working condition				
Storage Area ;					
22	Aisles and storage marked				
23	No over stacking. No spillage/over flow				
24	Chemical drums labeled/stored properly & separate storage for in compatible chemicals/Material				
Illumination and Ventilation					
25	Lighting fixtures Lighting fixtures working and cleaned				
26	A/C, Exhaust fan working. Lighting sufficient.				
Road					
27	Swept , No dust , No debris ,Road in good condition				
Drains :					



28	Plant drains having proper cover and surrounding area of OWS pit clean. Pits not over flowing			
29	Storm water channels -free from hydrocarbon and debris. No vegetation growth. Pass ways over channels.			
Fire Equipments				
30	Identification Nos. painted properly & in good condition			
31	Extinguishers & hose boxes at their proper location			
32	Not obstructed			
33	Hydrants/Monitors/Deluge not leaking			
Work shop				
34	Tools/spares stacked properly at designated places			
35	Properly identified			
36	Floors clean			
Sub-station/PIB				
37	properly locked			
38	Fire/safety equipment in position/FM-200 procedure followed			
39	Floor clean /No loose material			
Garden and Beautification :				
40	Condition of lawn & shrubs			
41	Trimmed & lively plants			
42	Overview of whole plant			
Electrical :				
43	Portable electrical connection with plug top/with earthing/			
44	Proper insulation. Electrical cables in good condition.			
45	Condition of flame proof fittings			
Gas Cylinders :				
46	Cylinders in stand/chained/stacked vertically			
47	Empty and filled cylinders are segregated			
First Aid Box				
48	Proper location , Properly maintained			
Hoses				
49	All the types of hoses in use specified for the service/properly clamped.			
50	Damaged/scattered in the area			
51	Rolled/kept at designated places			
Hygiene				
52	Mirrors/sink/urinals/WC clean			
53	Taps not leaking			
54	Exhaust fan in operation and clean also not making noise			
55	Domestic sewer not over flowing			
56	Water cooler/Vending m/c and area cleaned. Dining facilities clean -			
	Contractor's Representative	Company Representative	Client's Representative	
Signature:				
Name:				
Date:				

