

Form Number LLCF-092	Issue Date 03/17/16	Revision Date 06/15/21	Form Number LLCF-092
	Bunkhouse Checklist		

General			
Y	N	Requirements	Notes (including specific area/room #)
<input type="checkbox"/>	<input type="checkbox"/>	Are all areas kept organized and clean?	
<input type="checkbox"/>	<input type="checkbox"/>	Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?	
<input type="checkbox"/>	<input type="checkbox"/>	Are toilets and washing facilities sanitary?	
<input type="checkbox"/>	<input type="checkbox"/>	Are all areas adequately lighted?	
<input type="checkbox"/>	<input type="checkbox"/>	Are safety equipment items available, mounted, and current? (e.g., fire extinguishers, smoke and CO detectors, and first aid kits)	
<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers mounted 4 inches minimum off the ground maximum of 5 feet from the top of extinguisher?	
<input type="checkbox"/>	<input type="checkbox"/>	Are workspaces constructed, equipped, and maintained, to prevent the entrance or harborage of rodents, insects, and other vermin?	
Walkways			
<input type="checkbox"/>	<input type="checkbox"/>	Are aisles and passageways kept clear and in good repair?	
<input type="checkbox"/>	<input type="checkbox"/>	Are non-slip materials or signs available in areas with wet surfaces?	
Floor & Wall Openings			
<input type="checkbox"/>	<input type="checkbox"/>	Are guards used where openings in floors, porches, etc. are present?	
<input type="checkbox"/>	<input type="checkbox"/>	Are grates or similar covers over floor openings (floor drains), designed so that the grate spacing will not catch foot traffic or rolling equipment?	
Exit Doors & Routes			
<input type="checkbox"/>	<input type="checkbox"/>	Is a fire prevention/evacuation plan prepared for the site? Is a detailed plan of the site posted in noticeable location(s) at the site?	
<input type="checkbox"/>	<input type="checkbox"/>	Are all personnel familiar with the plan, and are fire drills scheduled at least once per year?	
<input type="checkbox"/>	<input type="checkbox"/>	Are the directions to exits, if not immediately apparent, marked with visible signs?	
<input type="checkbox"/>	<input type="checkbox"/>	Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT," etc.?	
<input type="checkbox"/>	<input type="checkbox"/>	Are exit signs provided with the word "EXIT" in lettering at least 6 inches high and the stroke of the lettering at least 3/4-inch wide?	
<input type="checkbox"/>	<input type="checkbox"/>	Are exit doors able to open from the direction of exit travel without the use of a key or any special knowledge or effort?	
<input type="checkbox"/>	<input type="checkbox"/>	Are exit routes free of obstructions?	
<input type="checkbox"/>	<input type="checkbox"/>	Does all emergency lighting work? (check for battery charge)	
Electrical			
<input type="checkbox"/>	<input type="checkbox"/>	Are electrical cords free of splices or taps?	

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<input type="checkbox"/>	<input type="checkbox"/>	Are multiple plug adaptors prohibited? (must have switch or GFCI)	
<input type="checkbox"/>	<input type="checkbox"/>	Are all disconnecting switches and circuit breakers each labeled to indicate their use or equipment served?	
<input type="checkbox"/>	<input type="checkbox"/>	Do circuit breakers clearly indicate whether they are in the “on” or “off” position?	
<input type="checkbox"/>	<input type="checkbox"/>	Is adequate clearance provided in front of electrical service panels and disconnects?	
<input type="checkbox"/>	<input type="checkbox"/>	Are all lights located within 7 feet of the floor, or exposed to being struck or damaged, protected?	
<input type="checkbox"/>	<input type="checkbox"/>	Are electrical enclosures such as switches, receptacles, and junction boxes provided with undamaged, tight-fitting covers, or plates, including plugged unused opening (knockouts)?	
<input type="checkbox"/>	<input type="checkbox"/>	Are defective components promptly replaced?	
<input type="checkbox"/>	<input type="checkbox"/>	Are electrical appliances such as vacuum cleaners, portable heaters, and vending machines grounded? (check plug)	
<input type="checkbox"/>	<input type="checkbox"/>	Do all extension cords have a grounding conductor?	
<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords protected from abrasion, crushing, kinking, and pulling?	
<input type="checkbox"/>	<input type="checkbox"/>	Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	

Company Policy

<input type="checkbox"/>	<input type="checkbox"/>	Are employees complying with entry/lock up times?	
<input type="checkbox"/>	<input type="checkbox"/>	Are rooms free of food or drink?	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any signs of smoking in the building aside from assigned smoking areas?	
<input type="checkbox"/>	<input type="checkbox"/>	Are employees complying with parking rules? (No parking directly in front of building if staying at the bunkhouse)	
<input type="checkbox"/>	<input type="checkbox"/>	Are there any signs of alcohol, drugs or weapons on the premises?	
<input type="checkbox"/>	<input type="checkbox"/>	Are employees dressing appropriately in the Bunkhouse (shirts on, pants at waist, etc.)?	
<input type="checkbox"/>	<input type="checkbox"/>	Is everyone dressed appropriately while in the Galley area? (no open-toe shoes without socks; no sleeveless shirts)	
<input type="checkbox"/>	<input type="checkbox"/>	Are any electrical devices left plugged in and left unattended? (phones, laptops, etc.)	

Inspector

Additional Notes:

Print:		Date:	
Signature:		Time:	