Site Housekeeping Checklist for Construction Sites

**Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. General Site Cleanliness* **Debris Removal**
	1. ☐ All construction debris is cleared regularly.
	2. ☐ Waste disposal bins are available and used appropriately.
	3. ☐ Hazardous materials are properly labeled and disposed of in designated areas.
* **Walkways and Access Routes**
	1. ☐ Walkways are clear of obstructions at all times.
	2. ☐ Proper signage is placed to indicate clear and safe paths.
	3. ☐ Temporary ramps or walkways are secure and stable.

2. Tool and Material Storage* **Tools and Equipment**
	1. ☐ All tools are returned to their designated storage areas after use.
	2. ☐ Damaged tools are reported and removed from service.
	3. ☐ Electrical cords are secured and do not create trip hazards.
* **Material Stacking and Storage**
	1. ☐ Construction materials are neatly stacked and stored away from active work areas.
	2. ☐ Heavy materials are stored on lower racks to prevent falling hazards.
	3. ☐ Flammable materials are kept in designated fire-resistant storage areas.

3. Waste Management* **Segregation of Waste**
	1. ☐ Waste is sorted into categories (e.g., wood, metal, hazardous waste, general debris).
	2. ☐ Recycling bins are labeled and used correctly.
	3. ☐ Hazardous waste is disposed of according to local environmental regulations.
 | * **Regular Waste Disposal**
	1. ☐ Waste bins are emptied at regular intervals to prevent overflow.
	2. ☐ Dumpsters and waste collection points are accessible and do not obstruct work areas.
	3. ☐ Sharp objects, such as nails and broken glass, are disposed of immediately.

4. Safety Considerations* **Slips, Trips, and Falls Prevention**
	1. ☐ Spills are cleaned immediately and marked with warning signs.
	2. ☐ Loose materials are secured to prevent falling hazards.
	3. ☐ Uneven surfaces and holes are covered or properly marked.
* **Fire and Emergency Preparedness**
	1. ☐ Fire exits remain unobstructed at all times.
	2. ☐ Fire extinguishers are easily accessible and regularly inspected.
	3. ☐ Emergency evacuation routes are clearly marked and maintained.

5. Inspections and Accountability* **Daily Inspections**
	1. ☐ Supervisors conduct daily inspections of site cleanliness and housekeeping.
	2. ☐ Identified hazards are documented and corrected promptly.
	3. ☐ Workers are encouraged to report unsafe conditions immediately.
* **Worker Responsibilities**
	1. ☐ All workers participate in maintaining a clean and organized worksite.
	2. ☐ Housekeeping duties are assigned as part of regular work tasks.
	3. ☐ Safety briefings include reminders on site housekeeping responsibilities.
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**Corrective Actions Taken:**

**Follow-Up Inspection Date:**

**Inspector's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site Supervisor's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**