

# Site Housekeeping Checklist for Construction Sites

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

<p><b>1. General Site Cleanliness</b></p> <ul style="list-style-type: none"><li>• <b>Debris Removal</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> All construction debris is cleared regularly.</li><li>2. <input type="checkbox"/> Waste disposal bins are available and used appropriately.</li><li>3. <input type="checkbox"/> Hazardous materials are properly labeled and disposed of in designated areas.</li></ol></li><li>• <b>Walkways and Access Routes</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Walkways are clear of obstructions at all times.</li><li>2. <input type="checkbox"/> Proper signage is placed to indicate clear and safe paths.</li><li>3. <input type="checkbox"/> Temporary ramps or walkways are secure and stable.</li></ol></li></ul> <p><b>2. Tool and Material Storage</b></p> <ul style="list-style-type: none"><li>• <b>Tools and Equipment</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> All tools are returned to their designated storage areas after use.</li><li>2. <input type="checkbox"/> Damaged tools are reported and removed from service.</li><li>3. <input type="checkbox"/> Electrical cords are secured and do not create trip hazards.</li></ol></li><li>• <b>Material Stacking and Storage</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Construction materials are neatly stacked and stored away from active work areas.</li><li>2. <input type="checkbox"/> Heavy materials are stored on lower racks to prevent falling hazards.</li><li>3. <input type="checkbox"/> Flammable materials are kept in designated fire-resistant storage areas.</li></ol></li></ul> <p><b>3. Waste Management</b></p> <ul style="list-style-type: none"><li>• <b>Segregation of Waste</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Waste is sorted into categories (e.g., wood, metal, hazardous waste, general debris).</li><li>2. <input type="checkbox"/> Recycling bins are labeled and used correctly.</li><li>3. <input type="checkbox"/> Hazardous waste is disposed of according to local environmental regulations.</li></ol></li></ul>	<ul style="list-style-type: none"><li>• <b>Regular Waste Disposal</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Waste bins are emptied at regular intervals to prevent overflow.</li><li>2. <input type="checkbox"/> Dumpsters and waste collection points are accessible and do not obstruct work areas.</li><li>3. <input type="checkbox"/> Sharp objects, such as nails and broken glass, are disposed of immediately.</li></ol></li></ul> <p><b>4. Safety Considerations</b></p> <ul style="list-style-type: none"><li>• <b>Slips, Trips, and Falls Prevention</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Spills are cleaned immediately and marked with warning signs.</li><li>2. <input type="checkbox"/> Loose materials are secured to prevent falling hazards.</li><li>3. <input type="checkbox"/> Uneven surfaces and holes are covered or properly marked.</li></ol></li><li>• <b>Fire and Emergency Preparedness</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Fire exits remain unobstructed at all times.</li><li>2. <input type="checkbox"/> Fire extinguishers are easily accessible and regularly inspected.</li><li>3. <input type="checkbox"/> Emergency evacuation routes are clearly marked and maintained.</li></ol></li></ul> <p><b>5. Inspections and Accountability</b></p> <ul style="list-style-type: none"><li>• <b>Daily Inspections</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> Supervisors conduct daily inspections of site cleanliness and housekeeping.</li><li>2. <input type="checkbox"/> Identified hazards are documented and corrected promptly.</li><li>3. <input type="checkbox"/> Workers are encouraged to report unsafe conditions immediately.</li></ol></li><li>• <b>Worker Responsibilities</b><ol style="list-style-type: none"><li>1. <input type="checkbox"/> All workers participate in maintaining a clean and organized worksite.</li><li>2. <input type="checkbox"/> Housekeeping duties are assigned as part of regular work tasks.</li><li>3. <input type="checkbox"/> Safety briefings include reminders on site housekeeping responsibilities.</li></ol></li></ul>
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Corrective Actions Taken:

Follow-Up Inspection Date:

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