

Room: _____

Month: _____

Resp: _____


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 Green – Lab was found clean


 Red – Lab not found clean

**Inspection is to take place on every Tuesday*

- Equipment, benches and tables are clear
- Walkway and aisles are clear
- Work areas are tidy and free from clutter and garbage
- Electrical panels are clear – no items placed 3.0 feet in front
- Room is organized – it is clear where items belong
- Tools are stored in tool boxes
- Emergency phones are clear – nothing blocking access to the phone
- No unattended work pieces – all work pieces are stored and labelled
- Waste Disposal – Garbage bins and scrap metal are less than 80% full
- No unattended chemicals – all chemicals are labeled and properly stored

Process Confirmation

1	2	3	4	5
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 Green – Process was completed

 Red – Process not completed