

# Maintenance and Housekeeping Checklist

Concrete Elevators	Yes	No	All Motors and Pulleys Guards in Place	Yes	No	Ladders	Yes	No
> Basement floors and leg pits clean?	___	___	> Top conveyors?	___	___	> Safety feet in place?	___	___
> Basement walls clean?	___	___	> Bottom conveyors?	___	___	> Were there any broken or split parts?	___	___
> Cob webs removed?	___	___	> Leg motors?	___	___		___	___
> Top floor...floor clean?	___	___	> Cleaner motors?	___	___		___	___
> Top floor...walls clean?	___	___	> Other motors and pulleys?	___	___	<b>First Aid Kits Complete?</b>	___	___
> All other floors clean?	___	___	> Mixer motors?	___	___	> Replace all items as needed:	___	___
> Manlift shaft clean... walls clean?	___	___	> Hammermill motors?	___	___	Gauze bandages?	___	___
			<b>Yard Maintenance</b>			Band aids?	___	___
> Accepted electrical lights in working order, dust tight globes and guards in place?	___	___	> All trash, bottles and etc., picked up around all buildings and elevators?	___	___	Cotton applicators?	___	___
> Bin covers and bin guards in place?	___	___	> All grass cut around the following: (All grass should be cut once each week)	___	___	Ammonia inhalants?	___	___
> Safety belt in good shape?	___	___	Storage tanks?	___	___	Scissors?	___	___
> Auger covers in place?	___	___	Flat warehouses?	___	___	Cotton balls?	___	___
> Grain dryers clean?	___	___	Offices?	___	___	Tongue depressor?	___	___
> Combustion and safety controls operating?	___	___	Railroad Tracks?	___	___	Aspirin?	___	___
> Broken windows repaired?	___	___	Other buildings?	___	___	Alcohol?	___	___
> Fire extinguishers Filled?	___	___	> All outside entrances to buildings closed and locked at night?	___	___	Tweezers?	___	___
Properly tagged?	___	___	> All open pits or holes marked and covered?	___	___		___	___
In place?	___	___	> All outside ladders accessible to public?	___	___	<b>Dump Pits--Rail and Truck</b>	___	___
						> Clean?	___	___
<b>All Elevators and Feed Mill</b>						> Truck lift limit switch OK?	___	___
<b>Electrical Control Rooms and Panels</b>						> Signs posted?	___	___
> Walls and floors clean?	___	___	<b>Dust Masks</b>			> Auger covers in place?	___	___
> Control room free of storage?	___	___	> Dust mask available for each employee?	___	___	> Fire extinguishers: Filled?	___	___
> Cob webs removed?	___	___	> Dust masks used by all employees when working under dust conditions?	___	___	Properly tagged?	___	___
> Electrical panels and switches clean?	___	___				In place?	___	___
> Electrical panels and switches marked?	___	___	<b>Gas Masks</b>			<b>OSHA Posters displayed?</b>	___	___
> Electrical control box covers closed?	___	___	> Are gas masks and canisters stored properly and kept in good condition?	___	___	<b>No Smoking and Exit Signs in place?</b>	___	___
> Accepted electrical lights in working order, dust tight globes and guards in place?	___	___	> Are correct canisters on hand for each particular use? (fumigation, Anhydrous Ammonia, etc)	___	___	<b>Other signs posted as needed?</b>	___	___
> Fire extinguishers: Filled?	___	___	> Are canisters checked regularly for condition and expiration date?	___	___	<b>All hand tools and electrical powered tools in safe working condition?</b>	___	___
Properly tagged?	___	___	> Are there at least two (2) extra canisters for each gas mask?	___	___	<b>Approved drop cords and extension cords in safe working condition?</b>	___	___
In place?	___	___	> Are employees trained in the proper use of gas masks?	___	___	<b>Maintenance shop clean?</b>	___	___
<b>Scales</b>								
> Scale pit clean?	___	___						
> Spilled grain cleaned up?	___	___						