

# SELF-INSPECTION

COMPLETED BY: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_ DATE: \_\_\_\_\_

Lodge Name & Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

NOTE TO DISTRICT DEPUTIES: *Please access Self-Inspection checklist at: <http://www.elks.org/members/dds/selfinspection.cfm> for filing online.*

<b>1 Access Roads, Walkways, Parking Areas</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Free of debris, cracks, broken pavement			
b. Different elevations between adjacent walkways provided with guards or well marked			
c. Walkways flat, well-drained, without holes			
d. Fences & barricades secured & in good condition			
e. Pathways & parking areas have adequate lighting			
f. Walkways have safe clearance from motorized equipment			
g. Signs indicating "Park at your own risk"			
<b>2 Stairs, Ramps &amp; Elevators/Lifts</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Standard stair rails or handrails provided on stairways with four or more stairs & ramps			
b. Handrails well secured with no sharp or rough parts			
c. Stair treads & risers free of chips, cracks, unevenness			
d. Stair treads & ramps slip resistant			
e. Stairways & ramps have adequate lighting			
f. Stairs have at least 6½ feet overhead clearance			
g. Elevators/lifts inspected as required by local law			
<b>3 Floor &amp; Wall Openings</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Large glass areas subject to human impact well marked			
b. Floor opening provided with guard rail or cover			
c. Grate type covers designed not to affect foot traffic			
d. Safe, non-skid floors			
<b>4 Entrances/Exits</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Emergency lighting provided in corridors & stairways			
b. All exits marked & properly illuminated			
c. All doors, passages, stairs that aren't exits properly marked			
d. All exits & passageways free of obstructions			
e. At least two exits provided from upper floors			
<b>5 Exit doors</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. All exit doors open in the direction of exit			
b. Cold storage room doors provided with inside release			
c. Doors opening into street provided with warnings or barriers to prevent stepping into path of vehicles			
<b>6 Storage Areas</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Storage areas clean, dry & free of obstructions			
b. Storage area locked while unattended			
c. Flammables & combustibles stored away from heating devices & open flames			
d. Trash & debris in metal covered containers & regularly removed			
<b>7 Emergency &amp; First Aid</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Emergency numbers posted at each phone			
b. Employees instructed on reporting emergencies			
c. Employees instructed on use of portable extinguishers			
d. First Aid kits clean and fully stocked			
<b>8 Outdoor Fixtures &amp; Playgrounds</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Benches & tables free of cracks, splinters & broken parts			
b. Water fountains & taps in good repair without broken parts			
c. BBQ free of sharp edges or missing parts			
d. Playground equipment clean & in good repair			

<b>9 Swimming Pool</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Appropriate caution signs posted			
b. Properly enclosed to prevent falling into pool or access to children			
c. Glass cups & plates not allowed in pool area			
d. Remove diving board			
e. Certified lifeguard on duty when pool is open			
<b>10 Kitchen, Bar &amp; Restaurant</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Metal container with cover provided for greasy rags			
b. Knives stored in holders when not in use			
c. Electrical cords & plugs of appliances in good condition			
d. Food processing equipment properly guarded & in good repair			
e. Glass stored away from open ice storage & food storage areas			
f. Gas & beverage concentrate cylinders secured against tipping			
g. Drain & other floor openings covered			
h. Non-skid mats provided in line with sinks, ice machine, range, etc.			
i. Mats clean and free of grease or other build-up			
j. Food stored off the floor			
k. Food covered & stored in refrigerator when not being prepared; proper temperature maintained			
l. Hood & filters over range clean & not laden with grease			
m. Suppression system in hood inspected in last 6 months			
n. Chairs, stools & tables in good condition			
o. Board of Health certified server and inspection			
<b>11 Restrooms, Locker Rooms, Showers &amp; Saunas</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Well-maintained, dry, clean, sanitized & free of debris			
b. Adequate lighting; burned out bulbs promptly replaced			
c. Hand towel, soap, toilet paper & sink fixtures secured and in good repair			
d. Toilet stall & locker walls, doors & latches secure and in good repair			
e. Walking surfaces made of non-skid materials			
f. Appropriate warning signs posted: "CAUTION — SLIPPERY WHEN WET" or "DO NOT USE OVER 15 MINUTES," etc.			
<b>12 Personal Protection Devices</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Appropriate protective devices provided for chemicals on site, including masks, safety aprons, gloves, goggles, etc.			
b. Compliance with "Right to Know" requirements where applicable			
<b>13 Protection Devices</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. All automatic fire sprinkler system supply valves wide open			
b. All heat/smoke detection systems in operation			
c. Portable extinguishers serviced in last 12 months & tagged			
d. Pressures in appropriate range on gauge			
e. Extinguishers properly mounted at stations			
f. Extinguishers recharged, as required			
g. All sleeping quarters provided with smoke detectors unless provided with automatic sprinklers and carbon monoxide detectors			