

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.

- | | YES | NO |
|---|-----|----|
| I. Access Roads, Walkways, Parking Areas | | |
| 1. Free of debris, cracks, broken paving | | |
| 2. Different elevations between adjacent walkways provided with guards or well marked | | |
| 3. Walkways flat, well-drained, without holes | | |
| 4. Fences & barricades secured & in good condition | | |
| 5. Pathways & parking areas well lighted | | |
| 6. Walkways have safe clearance from motorized equipment | | |
| 7. Signs indicating "Park at your own risk" | | |
| II. Stairs & Ramps | | |
| 1. Standard stair rails or handrails provided on stairways with four or more stairs & ramps | | |
| 2. Handrails well secured with no sharp or rough parts | | |
| 3. Stairs tread & riser free of chips, cracks, unevenness | | |
| 4. Stairs treads & ramps slip resistant | | |
| 5. Stairways & ramps well lighted | | |
| 6. Do stairs have at least 6½ feet overhead clearance | | |
| III. Floor & Wall Openings | | |
| 1. Large glass areas subject to human impact well marked | | |
| 2. Floor opening provided with guard rail or cover | | |
| 3. Grate type covers designed not to affect foot traffic | | |
| 4. Safe Floors Non-Skid | | |
| IV. Exiting & Egress | | |
| 1. Emergency lighting provided in corridors & stairways | | |
| 2. All exits marked & properly illuminated | | |
| 3. All doors, passages, stairs that aren't exits properly marked | | |
| 4. All exits & passageways free of obstructions | | |
| 5. Are at least two means of egress provided from upper floors | | |
| V. Exit doors | | |
| 1. All exit doors opening the direction of exit | | |
| 2. Cold storage room doors provided with inside release | | |
| 3. Doors opening into street provided with warnings or barriers to prevent stepping into path of vehicles | | |
| VI. Storage Areas | | |
| 1. Storage areas clean, dry & free of refuse | | |
| 2. Entrance to areas locked while unattended | | |
| 3. Flammable & combustibles stored away from heating devices & open flames | | |
| 4. Trash & debris in metal covered containers & regularly removed | | |
| VII. Emergency & First Aid | | |
| 1. Emergency numbers posted at each phone | | |
| 2. Employees instructed on reporting emergencies | | |
| 3. Employees instructed on use of portable extinguishers | | |
| 4. First Aid kits clean and fully stocked | | |
| VIII. Outdoor Fixtures & Playgrounds | | |
| 1. Benches & tables free of cracks, splinters & broken parts | | |
| 2. Water fountains & taps in good repair without broken parts | | |
| 3. BBQ free of sharp edges or missing parts | | |
| 4. Playground equipment clean & in good repair | | |

- | | YES | NO |
|--|-----|----|
| IX. Swimming Pool | | |
| 1. Appropriate caution signs posted | | |
| 2. Proper enclosure to prevent falling into pool or access to children | | |
| 3. Glass cups & plates not allowed in pool area | | |
| 4. Remove Diving Board | | |
| 5. Certified Lifeguard when pool open | | |
| X. Kitchen, Bar & Restaurant | | |
| 1. Metal container with cover provided for greasy rags | | |
| 2. Knives stored in holders when not in use | | |
| 3. Electrical cords & plugs of appliances in good condition | | |
| 4. Food processing equipment properly guarded & in good repair | | |
| 5. Glass stored away from open ice storage & food storage areas | | |
| 6. Gas & beverage concentrate cylinders secured against tipping | | |
| 7. Drain & other floor openings covered | | |
| 8. Non-skid mats provided in line of sinks, ice machine, range, etc. | | |
| 9. Are mats clean without grease or other build-up | | |
| 10. Foods stored off the floor | | |
| 11. Food covered & stored in refrigerator when not being prepared. Proper temperature maintained | | |
| 12. Hood & filters over range clean & not laden with grease | | |
| 13. Suppression system in hood inspected in last 6 months | | |
| 14. Chairs, Stools & Tables in Good Condition | | |
| 15. Board of Health certified server and inspection | | |
| XI. Restrooms, Locker Rooms, Showers & Saunas | | |
| 1. Maintained dry, clean, sanitized & free of debris | | |
| 2. Well-illuminated, burned out bulbs promptly replaced | | |
| 3. Hand towel, soap, toilet paper & sink fixtures secured and in good repair | | |
| 4. Toilet stall & locker walls, doors & latches secure and in good repair | | |
| 5. Walking surfaces of non-skid materials | | |
| 6. Appropriate warning signs posted, <i>i.e.</i> , "CAUTION — SLIPPERY WHEN WET" <i>or</i> "DO NOT USE OVER 15 MINUTES," etc. | | |
| XII. Personal Protection Devices | | |
| 1. Appropriate protective devices provided for chemicals on site such as respirators for gas leaks, gloves, goggles, etc. | | |
| 2. Compliance with "Right to Know" requirements where applicable | | |
| XIII. Protection Devices | | |
| 1. All automatic fire sprinkler system supply valves wide open | | |
| 2. All heat/smoke detection systems in operation | | |
| 3. Portable extinguishers serviced in last 12 months & tagged | | |
| 4. Pressures in appropriate range on gauge | | |
| 5. Extinguishers properly mounted at stations | | |
| 6. Extinguishers recharged, as required | | |
| 7. All sleeping quarters provided with smoke detectors unless provided with automatic sprinklers and carbon monoxide detectors | | |