OpsAuditHub opsauditihub.com	DOC ID: **SAF-0282**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.1200 Hazard Communication & EPA Guidelines**	AUDIT FREQUENCY: **Daily Pre-Shift**

Hospitality Housekeeping Chemical Safety Daily Log Sheet

Operational Scope: This log mandates the daily inspection and verification of housekeeping chemical storage, dilution systems, and PPE compliance across all hotel operations. The primary objective is to mitigate chemical exposure risks, prevent cross-contamination, and ensure full alignment with regulatory hazard communication standards.

MANDATORY PPE:	Chemical-Resistant Nitrile Gloves (ASTM D6978), ANSI Z87.1 Splash-Proof Safety Goggles, Fluid-Resistant Procedural Apron, Closed-Toe Slip-Resistant Footwear, Elastomeric Half-Mask Respirator (if required by SDS)
PREREQUISITES:	Verify that the chemical storage room exhaust ventilation system is operational. | Ensure complete access to current Safety Data Sheets (SDSs) via physical binder or digital portal. | Confirm presence of functional eyewash station tested and cleared for immediate use.

CHEMICAL STORAGE & INVENTORY CONTROL

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Chemical Storage Room Ventilation**	Exhaust fan is functioning correctly, ensuring continuous air exchange without chemical odor buildup.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Secondary Containment Trays**	All corrosive and toxic chemical containers are seated in clean, dry secondary containment units free of leaks.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
3	**Chemical Segregation & Compatibility**	Acids and bases are stored separately with minimum required physical distance to prevent dangerous reactions.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Safety Data Sheet (SDS) Accessibility**	Complete and current SDS portfolio is readily accessible to all housekeeping staff within the designated station.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

DILUTION SYSTEMS & DISPENSING EQUIPMENT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Wall-Mounted Dispensing Stations**	Dispensing units show no signs of chemical leakage around valves, and water supply backflow preventers are intact.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Secondary Container Labeling**	All spray bottles and transfer jugs display legible GHS-compliant labels detailing product name, hazards, and signal words.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Spill Kit Readiness**	Housekeeping chemical spill kits are fully stocked with neutralizer, absorbent pads, and disposal bags; seals unbroken.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

HOUSEKEEPING CART SAFETY & PPE COMPLIANCE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Cart Chemical Security Latch**	Housekeeping Carts transporting chemicals feature functioning lock mechanisms to prevent unauthorized guest or child access.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
9	**Cart-Mounted PPE Supply**	Each housekeeping cart is stocked with a clean supply of mandatory nitrile gloves and eye protection in intact packaging.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
10	**Empty Container Disposal**	No damaged, unrinsed, or improperly discarded chemical containers are present on carts or in temporary holding bins.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

Lead Housekeeping Supervisor / Safety Warden Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Rooms / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

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