| OpsAuditHub<br>opsaudithub.com | DOC ID: **SAF-0280** | REVISION: **Rev 2.4 (2026)** |
|---|---|---|
| | STANDARD: **OSHA 29 CFR 1910.1200 (Hazard Communication) & GHS Standards** | AUDIT FREQUENCY: **Monthly Audit** |

# Hospitality Housekeeping Chemical Safety Safety Audit Checklist

**Operational Scope:** This audit protocol establishes the minimum operational safety standards for handling, storage, and disposal of housekeeping cleaning chemicals across all hotel facilities. The objective is to mitigate chemical exposure risks, ensure regulatory compliance, and safeguard both staff and guests.

| | |
|---|---|
| **MANDATORY PPE:** | Chemical-Resistant Nitrile Gloves (ASTM D6978), ANSI Z87.1 Approved Safety Glasses with Side Shields, Liquid-Resistant Apron or Protective Smock, Closed-Toe Slip-Resistant Footwear, N95 Particulate Respirator (for powder mixing) |
| **PREREQUISITES:** | Verify access to the current Safety Data Sheet (SDS) binder and digital repository. \| Ensure eyewash stations in housekeeping dilution areas are flushed and certified operational. \| Assemble calibration and testing tools for chemical dispensing systems. |

## CHEMICAL STORAGE & INVENTORY CONTROL

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 1 | **Chemical Storage Room Ventilation** | Exhaust ventilation system is operational, maintaining negative pressure and continuous airflow to prevent vapor accumulation. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 2 | **Chemical Segregation & Incompatibility** | Incompatible products (e.g., acids and bleach/chlorine-based agents) are stored with verified physical separation barriers or minimum containment distances. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 3 | **Secondary Containment Pallets** | Storage drums and bulk chemical carboys rest securely on uncompromised secondary containment pallets capable of holding 110% of the largest container. | **Warning** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 4 | **Spill Kit Readiness** | A fully stocked chemical spill kit (neutralizers, absorbents, pads, disposal bags) is immediately accessible and unblocked within 25 feet of storage. | **Warning** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |

## LABELING, DILUTION, & DISPENSING SYSTEMS

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 5 | **Primary and Secondary Container Labeling** | All spray bottles and secondary containers display legible GHS-compliant labels detailing product identifier, hazard warnings, and pictograms. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 6 | **Chemical Dilution Station Calibration** | Wall-mounted chemical dilution dispensing units are calibrated, free of leaks, and deliver the precise water-to-chemical ratio specified by the manufacturer. | **Warning** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 7 | **Safety Data Sheet (SDS) Accessibility** | Physical SDS binder or instant digital terminal is functional and updated with current inventory sheets for every active chemical on site. | **Standard** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 8 | **Emergency Eyewash Station Inspection** | Eyewash station is unobstructed, plumbed with tepid water, and inspected with a documented weekly activation log attached. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |

## HOUSEKEEPING CART SAFETY & PPE COMPLIANCE

| # | COMPONENT / ITEM | VERIFICATION CRITERIA & ACCEPTANCE STANDARD | SEVERITY | STATUS |
|---|---|---|---|---|
| 9 | **Cart Chemical Security & Ergonomics** | Housekeeping carts store chemical bottles in lower, secure trays to prevent tip-over hazards and ensure cleaning agents are locked when unattended in guest corridors. | **Warning** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 10 | **PPE Availability on Cleaning Carts** | Every housekeeping cart is stocked with an adequate supply of clean nitrile gloves and eye protection for staff utilization. | **Standard** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |
| 11 | **Staff Chemical Handling Training Verification** | On-duty housekeeping personnel can successfully demonstrate proper dilution, PPE donning, and emergency response procedures for active chemicals. | **Critical (Immediate Out of Service)** | [ ] PASS<br>[ ] FAIL<br>[ ] N/A |

| | | |
|---|---|---|
| **Certified Safety Inspector / OpsAuditHub Auditor Signature:** _____ | **Date / Time:** _____ | **Badge / Cert #:** _____ |
| **Executive Housekeeper / Director of Hotel Operations 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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