

Information Bulletin

NUMBER 20

Retail Operations Self Inspection Checklist

An essential part of loss prevention is the recognition and removal or correction of hazards before a loss occurs. This checklist should serve as a tool, indicating those areas needing attention. A "No" response to any question indicates corrective action is necessary. This survey form should be completed monthly and reviewed by management to monitor the Loss Control Program.

General

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. First Aid kit (supplies prescribed by a physician) available and content replenished as used? One or more employees (per shift) currently certified in first aid? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Emergency procedures and duties pre-planned, periodically reviewed with employees and posted in written form? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Local fire department acquainted with premises and operations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Proper number, size and type of fire extinguishers clearly marked, mounted, and serviced annually? Employees trained in use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Electrical systems and equipment provided with adequate overload protection and grounded? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Adequate outlets with covers provided with use of gang plugs prohibited. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Coffee pots, urns and hot plates equipped with pilot lights located away from combustibles and unplugged when not in use, especially at night, over weekends and holidays? | <input type="checkbox"/> | <input type="checkbox"/> |

Stock Storage and Handling

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| 8. Housekeeping good, ie., aisles clear, storage orderly, debris removed daily or more often? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Shelves/racks well designed and firmly secured with orderly stock storage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Minimum of 36" maintained between top of rack storage and ceiling or roof joists in unsprinkled buildings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Pallets properly stacked not over 4 feet high and exterior storage pallets at safe distance from buildings and openings? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Skylights or domes properly sealed to prevent water damage, and wire meshed for security purposes? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Storage of combustibles kept at least 2 feet from heating or electrical equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Sprinkler control valves secured in open position and not subject to tampering or mechanical damage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Minimum of 18" clearance between stock storage and sprinkler piping heads? | <input type="checkbox"/> | <input type="checkbox"/> |



- | | Yes | No |
|--|--------------------------|--------------------------|
| 16. Floor drains or storage on skids or shelving? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Contract maintenance and inspection service provided quarterly for system? | <input type="checkbox"/> | <input type="checkbox"/> |

Smoking/No Smoking

- | | | |
|--|--------------------------|--------------------------|
| 18. Smoking prohibited through out customer and storage areas and signs posted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Proper and sufficient receptacles provided for discarded cigarettes in designated smoking areas? | <input type="checkbox"/> | <input type="checkbox"/> |

Life Safety and Major Public Areas

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|---|--------------------------|--------------------------|
| 20. Emergency lighting system (battery or generator) provided, which will automatically activate in the event of a power failure? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Adequate exits, properly marked, illuminated, panic hardware provided, kept clear and accessible at all times? Open outward and unlocked during business hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Decal on safety or tempered glass installed in glass doors and entry ways? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Pinch points around doors properly guarded? Automatic door treadles maintained in good operating condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Walking and working areas and parking lots free of slip, trip or fall hazards and well illuminated? | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Employees trained in assisting customers to leave building in an emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Stock on shelves arranged so larger or heavier containers are on lower shelves? | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Dangerous articles (sharp objects, chemicals, etc.) out of reach of children? | <input type="checkbox"/> | <input type="checkbox"/> |

Parking Areas

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| 28. Snow, ice and refuse removed from parking lot(s) and walkway(s) with adequate drainage provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Car stops provided around building? | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Signs in good condition and adequately secured? | <input type="checkbox"/> | <input type="checkbox"/> |

Crime

- | | | |
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| 31. Cash registers "bled off" periodically during the day by authorized personnel? Emptied and left open during non-operating hours? | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Cash on premises kept to a minimum by making frequent bank deposits with times and routes varied? | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Premises alarm protection currently maintained in good operating condition? | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Checks stamped "For Deposits Only" when received and listed in a log book? | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Drives discouraged from collecting cash or given secured drop boxes (welded to truck body)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Employees instructed on procedures for opening and closing premises? | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Exterior doors equipped with dead bolt locks and padlocks in channels of roll-up overhead doors? | <input type="checkbox"/> | <input type="checkbox"/> |

