

JOHN F. QUEENY PLANT

1982 HOUSEKEEPING INSPECTION PROGRAM

THEME: "THE 1982 HOUSEKEEPING TITLE FIGHT"

* * * * *

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1982 HOUSEKEEPING INSPECTION PROGRAM

PURPOSE

The purpose of the 1982 Housekeeping Program is to improve and maintain the high level of housekeeping and safety performance throughout the plant. The program is similar to those of the past several years. However, changes have been made which will improve the program. The theme for this year is: "THE 1982 HOUSEKEEPING TITLE FIGHT", which will complement the 1982 Safety Program theme.

OBJECTIVES

The specific objectives of the 1982 Housekeeping Inspection Program are listed below:

- Improve safety performance,
- Preserve plant assets,
- Maintain a clean and healthy work environment,
- Promote a high standard of appearance 365 days/year.
- Involve the maximum number of JFQ employees,
- Demonstrate management's commitment to safety and housekeeping.

INSPECTION

1. Inspections will be held each month on the following dates:

Tuesday, January 26	Tuesday, July 27
Tuesday, February 23	Tuesday, August 24
Tuesday, March 23	Tuesday, September 28
Tuesday, April 27	October *
Tuesday, May 25	Tuesday, November 23
Tuesday, June 22	Tuesday, December 21

* October's inspection will be on the day of the MCI inspection for each department.

2. Special emphasis items for each month's inspection are shown in Attachment A.
3. The plant will be divided into eight competition groups for inspection. Departments have been arranged in groups to provide as much equity as possible. Department size, as well as the kinds of materials handled, was used as a criteria for group make-up, as well as scores achieved in housekeeping inspections during 1981. The make-up of the various competition groups is shown in Attachment B. Also shown in Attachment B (under "Inspection Area" section) are the areas which will be averaged to create one score for the unit. For example, in Group II, L-Dopa is broken into two areas to be inspected (Closed YY and Open YY). These two areas will be averaged together as the final score for L-Dopa.

INSPECTION (Cont'd.)

4. Each General Superintendent will be responsible for inspection of a particular group for a two month period. The General Superintendent will be responsible for selection of members of the inspection team. In Groups 1, 2, 3, 4, 5 and 6, five inspectors will be required in addition to the General Superintendent. At least two members of the inspection team should be hourly employees. In Groups 7 and 8, four inspectors will be required in addition to the General Superintendent. At least one member of the inspection team should be an hourly employee. The team for any two month inspection period should consist of the same people as much as possible. The same person should also inspect the same category for the two month period. Inspection team assignments for each General Superintendent are shown in Attachment C.
5. The inspection score sheets to be used for Groups 1 thru 6 are the same as those used last year, and are shown in Attachments E, F, G, H and I. The score sheets for Groups 7 and 8 will also be the same as those used last year, and are shown in Attachments J, K, L and M. The team leader's score sheet is shown in Attachment D.
6. General Superintendents will continue to be the team leaders. They should hold a pre-inspection discussion (see guidelines in Attachment N), and a post-inspection discussion (see guidelines in Attachment O). When it is impossible for the General Superintendent to participate, he should be sure that his replacement is thoroughly briefed.
7. In a given group, the inspection route should be altered so that the same department is not always inspected first or last. The specific inspection routing is at the option of the General Superintendent. The General Superintendent should publish his planned inspection route in advance, and maintain the inspection schedule as closely as possible.
8. The department supervisor or foreperson should be available to meet and assist the inspection team.
9. At the end of the inspection, scores should be summarized on the Summary Score Sheet (Attachment P), and returned to Lorraine Wissehr.

SCORING

1. The maximum score for each scoring unit is 100, disregarding the General Superintendent's bonus points. In some cases, areas inspected and scored separately will be averaged to create one score for the unit.

SCORING (Cont'd.)

2. After completing the inspection of a unit, each inspector should write his comments on the inspection sheet and circle one of the numerical point scores at the top of the page.
3. No department should be given a score below the excellent range unless constructive comments are made on the scoring sheet. It is the responsibility of the team leader to see that comments are made where appropriate.
4. For each competitive group, the department with the highest score will be the "CHAMPION" for the month. The department with the second highest score will be the "CHALLENGER", and the department with the third highest score will be the "CONTENDER".
5. In the event of a tie, the winner will be determined by comparing the scores of the various inspection categories in numerical order (I, II, III, IV and V).
6. To measure a department's performance over the year, "payoff points" will be awarded, based on the results of each monthly inspection and accumulated for the year as done in 1981. Each department which is the "CHAMPION" will receive 10 points, each department which is the "CHALLENGER" will receive 9 points, each department which is the "CONTENDER" will receive 8 points, each department which has the fourth highest score will receive 7 points, etc. Every department will receive some number of "payoff points" each month.
7. In cases of ties, duplicate "payoff points" will be awarded. Two examples are shown below:

<u>Dept.</u>	<u>Score</u>	<u>Payoff Pts.</u>	<u>Dept.</u>	<u>Score</u>	<u>Payoff Pts.</u>
A	90	7	A	89	5
B	88	6	B	94	7½
C	91	8½	C	95	9½
D	91	8½	D	94	7½
E	93	10	E	95	9½
			F	91	6

8. Departments which are not inspected in a given month will receive the same number of "payoff points" as the department with the lowest score in their group.

AWARDS

1. Each department which is "CHAMPION" in its competition group will receive a "CHAMPION TROPHY" to keep and display for one month. The Plant Manager will present the awards to the "CHAMPIONS" in the eight competition groups each month. At the end of each month, the awards will be returned to the Housekeeping Committee to be re-awarded the following month. Individual members of the "CHAMPION" departments should be eligible for individual recognition by their supervision. A \$2.00 meal ticket is recommended as appropriate recognition.
2. The departments which are "CHAMPION", "CHALLENGER", or "CONTENDER" in each competition group will receive an appropriate plaque to permanently display in their department.
3. Members of the departments in each competition group which receive the highest number of "payoff points" during the year will receive an appropriate memento.
4. To encourage improvement, the department which receives the lowest score plantwide in each monthly inspection will receive the "KNOCKOUT PLAQUE".

PROMOTION/PUBLICITY

1. "What's New" will be used to publicize each monthly inspection date and special emphasis areas. Results for each monthly inspection will be published as shown on Attachment Q.
2. Two 4' X 8' display boards in the cafeteria will be used to permanently publicize monthly inspection results and promote housekeeping. The boards will show monthly scores, "CHAMPION", "CHALLENGER", and "CONTENDER" departments, cumulative "payoff points", and the "KNOCKOUT" department. One 4' X 8' board will display the same information in the time clock area.

ATTACHMENT A

1982 HOUSEKEEPING INSPECTION

SPECIAL EMPHASIS

- | | | |
|-----------|---|---|
| January | - | 1. Slipping hazards due to weather, etc.
2. Availability of salt drums |
| February | - | 1. Condition of safety showers and eye baths
2. Safety signs |
| March | - | 1. Safety log book
2. Burn hazards |
| April | - | 1. Breaking into process lines (knowledge of procedure)
2. Wire pipe hangers |
| May | - | 1. Lockouts (knowledge of procedure)
2. Equipment guarding |
| June | - | 1. Critical safety devices (tagging of relief valves)
2. Condition of mobil equipment |
| July | - | 1. Fire protection equipment
2. Steam leaks |
| August | - | 1. Tank entry (knowledge of procedure)
2. Fire permits (knowledge of procedure) |
| September | - | 1. Personal protective equipment (Scott Air Packs)
2. Knowledge of chemical hazards |
| October | - | 1. Knowledge of evacuation areas and emergency numbers
2. Evacuation whistles (location and access to) |
| November | - | 1. Electrical hazards
2. Electric equipment labeling |
| December | - | 1. Tripping hazards and head bumpers
2. Highlight painting |

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1982 HOUSEKEEPING INSPECTION PROGRAMGROUPS FOR COMPETITIONGROUP I

<u>Department</u>	<u>Inspection Area</u>	<u>Gen. Supt.</u>	<u>Supervisor</u>
Maleic Briq.	South KKK, South Third RR	CHM	D. Moseley
Methyl Sal	R Building and Annex	GLG	M. Boles
C-18	B Building, Tanks South AA	GLG	M. Boles
SSA (Kalcocolor)	Third Floor East M Building, Items Second Floor	GLG	T. Hasis
A-10	North Half YY Building	TEG	D. Niewoehner
TCC - Micro	Northwest Q Building	TEG	B. Haynes
Dept. 32	North End OO Building	TEG	R. Schwer

GUIDELINES FOR PRE-INSPECTION DISCUSSION

General Superintendent or designate should meet with team 10-15 minutes prior to each inspection to review contents of inspection sheets, designate individual inspection assignments, and in general, to review the inspection process. Recommended areas of discussion are:

1. Each inspector should inspect areas designated to him only! Points should not be deducted for the same violation on two or more sheets.
2. Any areas that are graded below the excellent level must have written comments. Comments on all areas are to be encouraged. If an item on the checklist is not applicable to the department, or is not inspected for some reason, place a check on the NA column.
3. As a general rule, the average department should be rated in the middle of the above adequate rating. In scoring each area, the inspector should write his comments on the inspection sheet; decide whether by the inspector's own standards the department is "excellent, above adequate, adequate, or below adequate"; and then assign a numerical score in the appropriate zone on the point rating scale.
4. Inspectors should be encouraged to use objective rather than subjective comments, i.e., do not write, "Looks like no effort at all". This statement should read, "Dirt and waste paper on top of crystallizer". Favorable comments, where appropriate, should be encouraged.
5. Inspectors are to be encouraged to take into consideration the age of a facility when judging, especially on items such as condition of building, painting and insulation. A note on the General Superintendent's comment sheet may be used to call attention to a need to accelerate the plantwide program for upgrading the painting, etc.
6. Consideration should be given for major construction/maintenance work when deficiencies may be beyond the control of the department.
7. The objective of the inspection is to help each department improve from month to month.

ATTACHMENT O

GUIDELINES FOR POST-INSPECTION DISCUSSION

To complete each inspection, the General Superintendent or alternate team leader should meet with the inspection team for 10 to 15 minutes to summarize the inspection, check the scores, and determine the winners. The following items should be covered:

1. When two or more inspectors note the same deficiency in a department, points should be deducted on only one score sheet.
2. Any area that has been scored below the excellent level must have written comments on the score sheet. Be sure appropriate comments have been made.
3. Inspectors' scores should be transferred to the Summary Score Sheet, and overall scores for each unit determined.
4. In case of ties, the order of finish will be determined by comparing scores on the various individual score sheets in their numerical order (I, II, III, IV, V).
5. Prepare a list of follow-up items for each department to be used during the next inspection. A copy of the list of items should be sent to the department supervisor.
6. The Summary Score Sheets (only) are to be returned to Lorraine Wissehr. General Superintendent's secretaries will distribute inspection sheets from their inspection groups to the appropriate General Superintendents.

SUMMARY - SCORE SHEET

CHAMPION	CHALLENGER	CONTENDER

TEAM LEADER'S HOUSEKEEPING SCORE SHEET

Department _____ Date _____

(NOTE: Identify buildings plus outlying areas
to be inspected)

POINT RATING SCALE

-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5
-----	----	----	----	----	----	----	----	----	----	---	----	----	----	----	----

Special Emphasis Areas -5 -4 -3 -2 -1 0

Correction of Follow-Up Items -5 -4 -3 -2 -1 0

Bonus for Significant Improvement Over
Previous Month's Inspection +5 +4 +3 +2 +1 0

COMMENTS: _____

FOLLOW-UP ITEMS FROM LAST MONTH:

Signed: _____
General Superintendent

HOUSEKEEPING SCORE SHEET

I. SAFETY

DEPT/BLDG. _____

Date _____ Inspector _____

POINT RATING SCALE												
EXCELLENT			ABOVE ADEQUATE			ADEQUATE			BELOW ADEQUATE			
20	19	18	17	** 16	15	14	13	12	11	10	9	
					ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!! COMMENTS _____							
					*NA	Ex.	AA	A	BA			
<u>PERSONAL KNOWLEDGE OF</u>												
Emergency Phone No.					—	—	—	—	—			
Evacuation Areas					—	—	—	—	—			
Nearest Shower/Eye Bath/ Extinguisher					—	—	—	—	—			
Main Disconnects/Shutoffs					—	—	—	—	—			
Safety Procedures					—	—	—	—	—			
Safety Log Book					—	—	—	—	—			
<u>PERSONAL SAFETY EQUIPMENT</u>												
Safety Glasses/Goggles					—	—	—	—	—			
Hard Hats					—	—	—	—	—			
Face Shields/Gas Masks					—	—	—	—	—			
Scott Air Packs					—	—	—	—	—			
Acid Suits					—	—	—	—	—			
<u>CONDITION OF SAFETY EQUIPMENT</u>												
Safety Showers					—	—	—	—	—			
Fire Escapes					—	—	—	—	—			
Fire Extinguishers					—	—	—	—	—			
Ladder Inspection					—	—	—	—	—			
Moving Equipment					—	—	—	—	—			
Tripping Burn Hazards					—	—	—	—	—			
<u>OSHA VIOLATIONS</u>												
Missing Handrails/ Toeboards					—	—	—	—	—			
Wet/Slippery Floors					—	—	—	—	—			
Uncapped Gas Cylinders					—	—	—	—	—			
Blocked Safety Equipment					—	—	—	—	—			
Unguarded Rotating Equipment					—	—	—	—	—			
Spliced Electrical Cord/ Open Conduit					—	—	—	—	—			

* Not applicable

** Normal rating for an average department

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HOUSEKEEPING SCORE SHEET

II. NEATNESS AND TIDINESS

DEPT/BLDG. _____

Date _____ Inspector _____

POINT RATING SCALE

EXCELLENT				ABOVE ADEQUATE				ADEQUATE				BELOW ADEQUATE			
30	29	28	27	26	**25	24	23	22	21	20	19	18	17	16	15

		ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!				
		AA	A	BA	COMMENTS	
<u>FLOORS, GRATING, WALKWAYS</u>						
	*NA Ex.					
Floors - Debris	— —	—	—	—		
Floors - Oil/Chemicals	— —	—	—	—		
Grating - Debris	— —	—	—	—		
Walkways - Debris/Oil/Chemicals	— —	—	—	—		
Stairways - Debris/Oil/Chemicals	— —	—	—	—		
<u>HOSES, TOOLS</u>						
Hoses - Coiled, Leaking	— —	—	—	—		
Tools - Properly Stored	— —	—	—	—		
Department Mech. Area	— —	—	—	—		
<u>INSTRUMENTS, LABS, SINKS</u>						
Field Instrument Panels/ Clean	— —	—	—	—		
Field Instrument Panels/ No Obsolete Instruments	— —	—	—	—		
Field Instruments - Clean and Operable	— —	—	—	—		
Field Laboratories	— —	—	—	—		
Sinks - Clean, No Drip	— —	—	—	—		
Drinking Fountains - Clean	— —	—	—	—		
Trash Areas - Orderly	— —	—	—	—		
Signs (Non-Safety) - Clean and Readable	— —	—	—	—		

* Not applicable

** Normal rating for an average department

SC

001906

LAM003111

HOUSEKEEPING SCORE SHEET

III. CONDITION OF EQUIPMENT

DEPT/BLDG. _____

Date _____

Inspector _____

POINT RATING SCALE										
EXCELLENT			ABOVE ADEQUATE		ADEQUATE			BELOW ADEQUATE		
20	19	18	17	**16	15	14	13	12	11	10 9

		ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!				
		AA	A	BA	COMMENTS	
<u>EQUIPMENT CLEANLINESS</u>						
Equipment Free of Dirt/ Dust/Debris	*NA Ex.	—	—	—		
Equipment Free of Oil	— —	—	—	—		
Equipment Free of Chemicals	— —	—	—	—		
<u>EQUIPMENT/MECHANICAL CONDITION</u>						
Equipment Accessories (Agitators, Motors, Rupture Discs, Relief Valves, etc.)	— —	—	—	—		
Equipment Paint	— —	—	—	—		
Equipment Insulation	— —	—	—	—		
Equipment Supports (Steel or Concrete)	— —	—	—	—		
Equipment Leaks (Pumps, etc.)	— —	—	—	—		
<u>PIPING/CONDUIT</u>						
Pipe Hangers (Not Wire)	— —	—	—	—		
Pipe Paint	— —	—	—	—		
Pipe Insulation	— —	—	—	—		
Pipe Leaks	— —	—	—	—		
Tracer Leaks	— —	—	—	—		
Valve Leaks	— —	—	—	—		
Conduit Hangers (Not Wire)	— —	—	—	—		
<u>MOBILE EQUIPMENT (CARTS, FORKLIFTS, ETC.)</u>						
Mobile Equipment	— —	—	—	—		
Lights, Horn, Brakes Work	— —	—	—	—		
Paint in Good Condition	— —	—	—	—		
Instructions Posted	— —	—	—	—		

* Not applicable

** Normal rating for an average department

I. SAFETY

HOUSEKEEPING SCORE SHEET ***

Dept./Bldg. _____

Date _____ POINT RATING SCALE Inspector _____

EXCELLENT		ABOVE ADEQUATE		ADEQUATE			BELOW ADEQUATE	
20	19	18	**17	16	15	14	13	12 11

ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!!!

	*NA	Ex.	AA	A	BA	COMMENTS
<u>PERSONAL KNOWLEDGE OF</u>						
Emergency Phone No.	---	---	---	---	---	_____
Evacuation Areas	---	---	---	---	---	_____
Nearest Shower/Eye Bath/Extinguisher	---	---	---	---	---	_____
Main Disconnects/Shut Offs	---	---	---	---	---	_____
Safety Procedures	---	---	---	---	---	_____
Safety Log Book	---	---	---	---	---	_____
<u>PERSONAL SAFETY EQUIPMENT</u>						
Safety Glasses/Goggles	---	---	---	---	---	_____
Hard Hats	---	---	---	---	---	_____
Face Shields/Gas Masks	---	---	---	---	---	_____
Scott Air Paks	---	---	---	---	---	_____
Acid Suits	---	---	---	---	---	_____
Vapor Proof Suits	---	---	---	---	---	_____
<u>CONDITION OF SAFETY EQUIPMENT</u>						
Safety Showers	---	---	---	---	---	_____
Fire Escapes	---	---	---	---	---	_____
Fire Extinguishers	---	---	---	---	---	_____
Ladder Inspection	---	---	---	---	---	_____
Moving Equipment	---	---	---	---	---	_____
Tripping/Burn Hazards	---	---	---	---	---	_____
<u>OSHA VIOLATIONS</u>						
Missing Handrails/Toeboard	---	---	---	---	---	_____
Wet/Slippery Floors	---	---	---	---	---	_____
Uncapped Gas Cylinders	---	---	---	---	---	_____
Blocked Safety Equip.	---	---	---	---	---	_____
Spliced Elec. Cord/Open Conduit	---	---	---	---	---	_____

* Not Applicable.

** Normal rating for an average department.

*** FOR GROUPS VII AND VIII ONLY

LAM003113

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II. NEATNESS AND TIDINESS OF DEPARTMENT AND PERIMETER

HOUSEKEEPING SCORE SHEET ***

Dept./Bldg. _____

Date _____ POINT RATING SCALE Inspector _____

EXCELLENT		ABOVE ADEQUATE		ADEQUATE			BELOW ADEQUATE	
20	19	18	**17	16	15	14	13	12 11
→ ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!!								
				AA	A	BA	COMMENTS	
<u>FLOORS, GRATING, WALKWAYS</u>								
Floors - Debris				___	___	___	___	
Floors - Oil/Chemicals				___	___	___	___	
Walkways - Debris/				___	___	___	___	
Oil/Chemicals				___	___	___	___	
Stairways - Debris/Oil/				___	___	___	___	
Chemicals				___	___	___	___	
<u>EXTERIOR OF BUILDING</u>								
Exterior Walls				___	___	___	___	
Windows - Clean, Missing				___	___	___	___	
Window Sills - Clean				___	___	___	___	
Exterior Doors - Clean,				___	___	___	___	
Good Repair				___	___	___	___	
5 Foot Perimeter of				___	___	___	___	
Building - Clean				___	___	___	___	
Signs - Clean and				___	___	___	___	
Readable				___	___	___	___	

* Not Applicable.

** Normal rating for an average department.

*** FOR GROUPS VII AND VIII ONLY

III. CONDITION OF STORAGE AREAS, BREAK AND EATING AREAS

HOUSEKEEPING SCORE SHEET***

Dept./Bldg. _____

Date _____ POINT RATING SCALE Inspector _____

EXCELLENT		ABOVE ADEQUATE		ADEQUATE			BELOW ADEQUATE	
30	29	28	**27	26	25	24	23	22 21

→ ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!!

	*NA	Ex.	AA	A	BA	COMMENTS
<u>OPEN STORAGE (In Dept.)</u>						
Storage Cabinets -						
Orderly						
Storage Cabinets -						
Mech. Condition						
Storage Cabinets -						
Tops, Dust						
Desks in Dept. -						
Clean and Orderly						
File Cabinets in Dept.						
Clean and Orderly						
<u>BREAK/EATING AREAS</u>						
Floors - Clean						
Walls/Ceilings -						
Clean and Painted						
Furniture - Clean and						
Orderly						
Appliances - Clean						
and Orderly Inside						
Eating Utensils -						
Clean and Orderly						
<u>TOILETS</u>						
Floors - Clean						
Walls/Ceiling - Clean						
Facilities and Fixtures						
Clean						
No Plumbing Leaks						

Not Applicable.

** Normal rating for an average department.

*** FOR GROUPS VII AND VIII ONLY

IV. CONDITION OF OFFICES AND LABS

HOUSEKEEPING SCORE SHEET

Dept./Bldg. _____

Date _____ POINT RATING SCALE Inspector _____

30	29	28	**27	26	25	24	23	22	21
				→ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!!					
				AA	A	BA	COMMENTS		
<u>*NA Ex.</u>									
<u>INSTRUMENTS, LABS, SINKS, ETC.</u>									
Field Instru. Panels - Clean									
Field Instru. Panels - No Obsolete Instru.									
Sinks - Clean, No Drip									
Trash Areas - Orderly									
Signs (Non-Safety) - Clean and Readable									
Drinking Fountains - Clean									
<u>OFFICES</u>									
Floors - Clean									
Walls and Ceiling - Clean and Painted									
Desks - Clean and Orderly									
File Cabinets - Clean and Orderly									
Chalk Boards - Clean									
Bulletin Boards - Current and Orderly									
Office Equipment - Clean and Operable									

* Not Applicable.

**** Normal rating for an average department.**

*** FOR GROUPS VII AND VIII ONLY

TEAM LEADER'S HOUSEKEEPING SCORE SHEET

Department _____ Date _____

(NOTE: Identify buildings plus outlying areas
to be inspected)

POINT RATING SCALE

-10	-9	-8	-7	-6	-5	-4	-3	-2	-1	0	+1	+2	+3	+4	+5
-----	----	----	----	----	----	----	----	----	----	---	----	----	----	----	----

Special Emphasis Areas -5 -4 -3 -2 -1 0

Correction of Follow-Up Items -5 -4 -3 -2 -1 0

Bonus for Significant Improvement Over
Previous Month's Inspection +5 +4 +3 +2 +1 0

COMMENTS: _____

FOLLOW-UP ITEMS FROM LAST MONTH:

SC 001912

LAM003117

Signed: _____
General Superintendent

HOUSEKEEPING SCORE SHEET

I. SAFETY

DEPT/BLDG. _____

Date _____ Inspector _____

POINT RATING SCALE

EXCELLENT			ABOVE ADEQUATE			ADEQUATE			BELOW ADEQUATE		
20	19	18	17	** 16	15	14	13	12	11	10	9

ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!

AA A BA COMMENTS

PERSONAL KNOWLEDGE OF

	*NA	Ex.
Emergency Phone No.	---	---
Evacuation Areas	---	---
Nearest Shower/Eye Bath/ Extinguisher	---	---
Main Disconnects/Shutoffs	---	---
Safety Procedures	---	---
Safety Log Book	---	---

AA	A	BA	COMMENTS
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____

PERSONAL SAFETY EQUIPMENT

	*NA	Ex.
Safety Glasses/Goggles	---	---
Hard Hats	---	---
Face Shields/Gas Masks	---	---
Scott Air Packs	---	---
Fluid Suits	---	---

AA	A	BA	COMMENTS
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____

CONDITION OF SAFETY EQUIPMENT

	*NA	Ex.
Safety Showers	---	---
Fire Escapes	---	---
Fire Extinguishers	---	---
Ladder Inspection	---	---
Moving Equipment	---	---
Tripping Burn Hazards	---	---

AA	A	BA	COMMENTS
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____

CSHA VIOLATIONS

	*NA	Ex.
Missing Handrails/ Toeboards	---	---
Wet/Slippery Floors	---	---
Uncapped Gas Cylinders	---	---
Blocked Safety Equipment	---	---
Unguarded Rotating Equipment	---	---
Spliced Electrical Cord/ Open Conduit	---	---

AA	A	BA	COMMENTS
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____
---	---	---	_____

* Not applicable

** Normal rating for an average department

HOUSEKEEPING SCORE SHEET

II. NEATNESS AND TIDINESS

DEPT/BLDG. _____

Date _____ Inspector _____

POINT RATING SCALE

EXCELLENT				ABOVE ADEQUATE				ADEQUATE				BELOW ADEQUATE			
30	29	28	27	26	**25	24	23	22	21	20	19	18	17	16	15

	*NA	Ex.	ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!			
			AA	A	BA	COMMENTS
<u>FLOORS, GRATING, WALKWAYS</u>	—	—	—	—	—	—
Floors - Debris	—	—	—	—	—	—
Floors - Oil/Chemicals	—	—	—	—	—	—
Grating - Debris	—	—	—	—	—	—
Walkways - Debris/Oil/Chemicals	—	—	—	—	—	—
Stairways - Debris/Oil/Chemicals	—	—	—	—	—	—
<u>HOSES, TOOLS</u>						
Hoses - Coiled, Leaking	—	—	—	—	—	—
Tools - Properly Stored	—	—	—	—	—	—
Department Mech. Area	—	—	—	—	—	—
<u>INSTRUMENTS, LABS, SINKS</u>						
Field Instrument Panels/ Clean	—	—	—	—	—	—
Field Instrument Panels/ No Obsolete Instruments	—	—	—	—	—	—
Field Instruments - Clean and Operable	—	—	—	—	—	—
Field Laboratories	—	—	—	—	—	—
Sinks - Clean, No Drip	—	—	—	—	—	—
Drinking Fountains - Clean	—	—	—	—	—	—
Trash Areas - Orderly	—	—	—	—	—	—
Signs (Non-Safety) - Clean and Readable	—	—	—	—	—	—

* Not applicable

** Normal rating for an average department

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HOUSEKEEPING SCORE SHEET

III. CONDITION OF EQUIPMENT

DEPT/BLDG. _____

Date _____ Inspector _____

POINT RATING SCALE										
EXCELLENT			ABOVE ADEQUATE			ADEQUATE			BELOW ADEQUATE	
20	19	18	17	**	16	15	14	13	12	11 10 9

ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!

	*NA	Ex.	AA	A	BA	COMMENTS
<u>EQUIPMENT CLEANLINESS</u>						
Equipment Free of Dirt/ Dust/Debris	—	—	—	—	—	_____
Equipment Free of Oil	—	—	—	—	—	_____
Equipment Free of Chemicals	—	—	—	—	—	_____
<u>EQUIPMENT/MECHANICAL CONDITION</u>						
Equipment Accessories (Agitators, Motors, Rupture Discs, Relief Valves, etc.)	—	—	—	—	—	_____
Equipment Paint	—	—	—	—	—	_____
Equipment Insulation	—	—	—	—	—	_____
Equipment Supports (Steel or Concrete)	—	—	—	—	—	_____
Equipment Leaks (Pumps, etc.)	—	—	—	—	—	_____
<u>PIPING/CONDUIT</u>						
Pipe Hangers (Not Wire)	—	—	—	—	—	_____
Pipe Paint	—	—	—	—	—	_____
Pipe Insulation	—	—	—	—	—	_____
Pipe Leaks	—	—	—	—	—	_____
Tracer Leaks	—	—	—	—	—	_____
Valve Leaks	—	—	—	—	—	_____
Conduit Hangers (Not Wire)	—	—	—	—	—	_____
<u>MOBILE EQUIPMENT (CARTS, FORKLIFTS, ETC.)</u>						
Mobile Equipment	—	—	—	—	—	_____
Lights, Horn, Brakes Work	—	—	—	—	—	_____
Paint in Good Condition	—	—	—	—	—	_____
Instructions Posted	—	—	—	—	—	_____

* Not applicable

** Normal rating for an average department

HOUSEKEEPING SCORE SHEET

IV. CONDITION OF BUILDINGS AND SURROUNDINGS

DEPT/BLDG. _____

Date _____ Inspector _____

POINT RATING SCALE

EXCELLENT		ABOVE ADEQUATE			ADEQUATE			BELOW ADEQUATE	
15	14	13	** 12	11	10	9	8	7	6

ANY RATING BELOW EXCELLENT REQUIRES COMMENTS!!

AA A BA COMMENTS

EXTERIOR OF BUILDING

Exterior Walls	*NA	Ex.
Windows (Clean, Missing)	—	—
Window Sills Clean	—	—
Exterior Doors - Clean,	—	—
Good Repair	—	—
5 Foot Perimeter of	—	—
Building - Clean	—	—
Signs - Clean and Readable	—	—
Switch Gear - Accessible	—	—

AA	A	BA	COMMENTS
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—

TANK FARMS

Area Clean	*NA	Ex.
Pipe and Tanks Paint	—	—
Pipe and Tank Insulation	—	—
Tank Farm Perimeter	—	—

AA	A	BA	COMMENTS
—	—	—	—
—	—	—	—
—	—	—	—

OUTSIDE DRUM/LEVERPAK STORAGE AREA

Pallet Condition	*NA	Ex.
Ground/Pavement Clean	—	—
Drums/LP Stacked Neatly	—	—
Drum/LP Condition	—	—

AA	A	BA	COMMENTS
—	—	—	—
—	—	—	—
—	—	—	—

ROOF

Roof Debris	*NA	Ex.
Roof Oil/Chemicals	—	—
Equipment and Supports -	—	—
Paint	—	—
Equipment and Supports -	—	—
Insulation	—	—
Equipment and Pipe Leaks	—	—

AA	A	BA	COMMENTS
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—

* Not applicable
 * Normal rating for an average department

HOUSEKEEPING SCORE SHEET

V. CONDITION OF STORAGE AREAS, OFFICES, BREAK AND EATING AREAS

DEPT/BLDG. _____

Date _____

POINT RATING SCALE

Inspector _____

EXCELLENT		ABOVE ADEQUATE			ADEQUATE			BELOW ADEQUATE	
15	14	13	**	12	11	10	9	8	7 6

	*NA	Ex.	AA	A	BA	COMMENTS
<u>OPEN STORAGE (IN DEPT.)</u>						
Storage Cabinets - Orderly	—	—	—	—	—	
Storage Cabinets - Mech. Condition	—	—	—	—	—	
Storage Cabinets-Tops Dust	—	—	—	—	—	
Desk in Dept.-Clean and Orderly	—	—	—	—	—	
File Cabinets in Dept. - Clean and Orderly	—	—	—	—	—	
<u>OFFICES</u>						
Floors Clean	—	—	—	—	—	
Walls and Ceiling - Clean and Painted	—	—	—	—	—	
Desks - Clean and Orderly	—	—	—	—	—	
File Cabinets - Clean and Orderly	—	—	—	—	—	
Chalk Boards - Clean	—	—	—	—	—	
Bulletin Boards - Current and Orderly	—	—	—	—	—	
<u>PANEL ROOMS</u>						
Floors - Clean	—	—	—	—	—	
Walls and Ceiling - Clean and Painted	—	—	—	—	—	
Furniture - Clean and Orderly	—	—	—	—	—	
<u>BREAK/EATING AREAS</u>						
Floors - Clean	—	—	—	—	—	
Walls/Ceilings - Clean and Painted	—	—	—	—	—	
Furniture - Clean and Orderly	—	—	—	—	—	
Appliances - Clean and Orderly Inside	—	—	—	—	—	
Cooking Utensils - Clean and Orderly	—	—	—	—	—	
<u>TOILETS</u>						
Floors Clean	—	—	—	—	—	
Walls/Ceiling - Clean	—	—	—	—	—	
Facilities and Fixtures - Clean	—	—	—	—	—	
No Plumbing Leaks	—	—	—	—	—	

* Not applicable

** Normal rating for an average department

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SUMMARY - SCORE SHEET

[illegible]

CHALLENGER

CONTENDER