

Safety Checklist: Hacklab Cleanup

Desk Area:

1. Alignment:

- Are all desks facing the same direction?

2. Cleanliness:

- Are all desks free of debris?
- Are all desk surfaces sanitized?
- Are there any spills on the desks?

3. Potential Hazards:

- Are there any broken or missing items on or around the desks?
- Are there any sharp objects present?
- Are there any electrical cords or cables that could cause tripping?

4. General Safety:

- Is the area around the desks free of clutter?
- Are all personal items stored properly?
- Are all chairs in good condition and properly aligned?

Floor Area:

1. Cleanliness:

- Is the entire floor swept and free of visible debris?
- Is the entire floor mopped and free of visible dirt?

- Is the floor damp but not excessively wet?

2. Potential Hazards:

- Are there any wet spots that could cause slipping?
- Are there any obstacles on the floor that could cause tripping?
- Are all electrical cords or cables properly secured and not lying on the floor?

3. General Safety:

- Is the floor area free of clutter?
- Are all cleaning supplies stored properly after use?
- Are all floor mats or rugs in good condition and lying flat?

Audit Completion:

- Have all the items on the checklist been reviewed and addressed?
- Have any identified hazards been reported and corrected?
- Is the overall area safe and ready for use?