

# Checklist

## Heavy Industry Facility Closing

Name of Inspector: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

<b>Safety Checks</b>	YES	NO
Have all safety hazards been addressed and safety equipment properly stored?		
Are all safety barriers and signs properly in place?		
Are all employees properly trained on safety procedures before leaving the facility?		
<b>Production Equipment</b>	YES	NO
Has all production equipment been turned off and properly shut down?		
Is all equipment properly secured and locked?		

Has there been a final inspection of the equipment to ensure that all safety guards and interlocks are in place?		
<b>Material Handling Equipment</b>	YES	NO
Has all material handling equipment such as forklifts, cranes, and conveyors been turned off and properly shut down?		
Has all equipment been properly secured and locked?		
Has there been a final inspection of the equipment to ensure that all safety guards and interlocks are in place?		
<b>Environmental Controls</b>	YES	NO
Have all environmental control systems such as heating, ventilation, and air conditioning (HVAC) systems been turned off and properly shut down?		
Are all environmental sensors, such as temperature and humidity sensors, properly calibrated?		
Are all air and water filtration systems properly maintained?		
<b>Power and Electrical Systems</b>	YES	NO
Have all power and electrical systems been turned off and properly shut down?		

Are all electrical panels properly labeled and locked?		
Are all backup generators and uninterruptible power supplies properly secured?		
<b>Security</b>	YES	NO
Are all doors, gates, and windows properly secured and locked?		
Are all security systems such as cameras, alarms, and access control systems turned on and properly set?		
Are all security personnel properly trained and equipped?		
<b>Communications</b>	YES	NO
Are all communication systems such as phones, radios, and intercoms turned off and properly shut down?		
Are all emergency communication systems properly tested and maintained?		
Are all employees properly trained on emergency contact procedures before leaving the facility?		
<b>Housekeeping</b>	YES	NO
Has there been a final cleaning of the facility to ensure that all areas are properly organized and free of debris?		

Are all restrooms properly stocked and cleaned?		
Are all hazardous materials and waste properly disposed of?		

**Comments/Remarks:**

**Inspector's Printed Name and Signature:**