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| **Railroad Facility Checklist** |   |   |

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| Date: RR Code: Facility: |  |  |  |
|  | **Yes** | **No** | Notes |
| **Interior General**  |  |  |  |
| General appearance/clean and organized |   |   |   |
| Pits & floor openings protected/covered and marked |   |   |   |
| Rugs/mats secured and flat |   |   |   |
| Window sills clear & windows airtight |   |   |   |
| Doorways and swing area clear and clean |   |   |   |
| Exits clearly marked and accessible |  |  |  |
| Locker rooms & restrooms sanitary |  |  |  |
| Lighting adequate, fixtures functional |  |  |  |
| Pathways/walkways marked with yellow |   |   |   |
| Aisles/stairs/work areas clear, functional, clean |   |   |   |
| Non-skid walking surfaces where needed |   |   |   |
| Floors free of spills, liquids, loose objects |   |   |   |
| Cleaners, solvents, etc. - properly stored |   |   |   |
| Trash is disposed of properly, safely |   |   |   |
| Smoking policy enforced, - receptacles |   |   |   |
| Smoke detectors or other system installed |   |   |   |
| First aid kit & eyewash readily available |   |   |   |
| Evacuation plan developed and posted |   |   |   |
| Warning signs properly posted in shops |  |  |  |
| Escape routes are posted and marked |   |   |   |
| Facility ventilation system operates efficiently, if in use |  |  |  |
| **Exterior General** |  |  |  |
| Roof in good repair, no leaks |  |  |  |
| Adequate lighting |  |  |  |
| All areas free from debris, trash, weeds, etc. |  |  |  |
| De-icier, sand available and used |  |  |  |
| **Storage** |  |  |  |
| Storage areas neat, dry, and secure |  |  |  |
| Upper shelves loaded properly |  |  |  |
| Heavier objects on lower shelves |  |  |  |
| Objects securely placed on shelves |  |  |  |
| **Flammables/Combustibles/Fire Protection** |  |  |  |
| Fire and emergency numbers posted |   |   |   |
| Liquids & flammables properly stored |   |   |   |
| Fuel/fluid tanks secure with no leaks |   |   |   |
| Fire extinguishers locations marked accessible and inspected |   |   |   |
| Hazardous labels correct and visible |   |   |   |
| Use of approved containers, cabinets, and tanks |  |  |  |
| Dispose of hazardous materials properly |  |  |  |
| Combustibles in covered metal containers |  |  |  |
| Hazardous containers closed if not in use  |  |  |  |
| Oxygen & acetylene properly stored  |  |  |  |
| **Tools** |   |   |   |
| Designated areas for tool storage |   |   |   |
| Equipment properly mounted for use |   |   |   |
| Tools in good condition & inspected |   |   |   |
| Tool guards/rests/shields, e.g. grinders, properly adjusted |   |   |   |
| Belts, fan blades, moving parts covered |   |   |   |
| Jacks marked properly with load limits |   |   |   |
| Crane and hoist load limits marked clearly |   |   |   |
| Chains/slings inspected and tagged |  |  |  |
| Ladders; secured w/not in use |   |   |   |
| Supplies and tools neatly stored |   |   |   |
| Hoses hung when not in use, protected in aisles |  |  |  |
| **Electrical** |   |   |   |
| Electrical cords hung up when not in use |   |   |   |
| Electrical cords in aisles protected |   |   |   |
| Voltages are marked on panel boxes |   |   |   |
| Fuse pullers are always used |   |   |   |
| Electrical panel boxes are kept closed |   |   |   |
| **PPE** |   |   |   |
| Employees have & use proper PPE |   |   |   |