

## Inspection Schedule

Area	Responsible Party	Frequency

## Sample Schedule

Area	Responsible Party	Frequency
Restrooms	Housekeeping	Daily
Entrances and parking lots	Housekeeping	Weekly (May – October) and immediately following any severe weather event
Entrances and parking lots	Housekeeping	Daily (November – April) and immediately following any severe weather event
Emergency exits	Maintenance	Monthly
Emergency exits	Maintenance	Once after each snow event
Production	Production supervisors	Weekly
Production (wet line)	Production supervisors	Daily
Long-term record retention	Finance/HR	Quarterly
Roof (for maintenance work)	Maintenance	At time of access onto roof
Kitchen	Kitchen staff	After each meal

The inspection schedule needs to be appropriate for the walking-working surface and the hazards likely to be present. The Occupational Safety and Health Administration (OSHA) specifically says, “employers must ensure walking-working surfaces are inspected, regularly and as necessary, and maintained in a safe condition.”