



MAIL OR FAX COMPLETED FORM MONTHLY TO:
 12337-82A Avenue, Surrey, BC V3W 0L5
 Fax: (604) 592-2982

MONTHLY DEPOT INSPECTION CHECKLIST

MONTH _____ YR _____

Check (✓) or Cross (X) each box.

PAINT DEPOT & MULTI DROP DEPOT:

SECTION A

<input type="checkbox"/> Tubskids & lids are in good condition.	<input type="checkbox"/> Number of tubskids on site (write) _____
<input type="checkbox"/> Spill Kits complete and ready for use.	<input type="checkbox"/> Authorized Depot & We Accept and Don't Accept signs are clean, in place and readable.
<input type="checkbox"/> All current staff have been trained and tested.	<input type="checkbox"/> Training Manuals are available to staff.
<input type="checkbox"/> Collection area is clean and organized	<input type="checkbox"/> Container identification labels.
<input type="checkbox"/> Program Brochures available.	<input type="checkbox"/> Depot is locked and secured after hours.

MULTI DROP DEPOTS STORAGE ROOM:

SECTION B

<input type="checkbox"/> Storage Room sign and No Smoking sign is clean, in place and readable.	<input type="checkbox"/> Light in room is working.
<input type="checkbox"/> No cracks are visible in the roof and walls.	<input type="checkbox"/> Left door deadbolts (both top and bottom) are working properly and in locked position.
<input type="checkbox"/> Ramp is in good condition (where applicable).	<input type="checkbox"/> Right door opener is working properly.
<input type="checkbox"/> The three ventilation areas are clear and clean.	<input type="checkbox"/> Door lock working properly and key available.
<input type="checkbox"/> Ventilation (electric fan or "spinner") is working well.	<input type="checkbox"/> Door magnets are working properly.
<input type="checkbox"/> There are 10 (ten) totes at the depot.	<input type="checkbox"/> Fire extinguisher is properly mounted outside room, charged and ready for use.
<input type="checkbox"/> There are 1-3 totes in the reception area.	<input type="checkbox"/> Spill kit is complete and unused.
<input type="checkbox"/> There are a minimum of 6 (six) unused bags of absorbent.	<input type="checkbox"/> Safety goggles and chemical resistant gloves are available.
<input type="checkbox"/> Gasoline vouchers on hand.	<input type="checkbox"/> Eyewash station filled and eyewash bottle filled.

FLAMMABLE/PESTICIDE TUBSKID PACKAGING:

<input type="checkbox"/> Two solvent tubskids are properly sorted.	<input type="checkbox"/> Glass and fragile containers in <u>all</u> tubskids are packed with absorbent in totes.
<input type="checkbox"/> Pesticide tubskid is properly sorted.	<input type="checkbox"/> Products in <u>all</u> tubskids are packed upright.
<input type="checkbox"/> Gasoline containers are placed upright in the bottom of the solvent tubskids.	<input type="checkbox"/> Aerosol cage is properly sorted and secured.

Please provide comments on the above items that have a cross (X) and list any items you need:

Depot Name

Date

Print Name

Signature