

24-Hour Warehouse Inspection Readiness Checklist

Final walkthrough checklist before an OSHA inspection or customer audit

Use this checklist 24 hours before an inspection to verify that your warehouse is clean, organized, safe, and inspection ready.

Date: _____ Inspector: _____ Facility: _____

☐ Confirm All Emergency Exits Are Clear

Inspection Item	Done	Notes
Exit doors open freely	☐	_____
Exit signs are illuminated	☐	_____
Fire lanes remain unobstructed	☐	_____
Emergency equipment fully accessible	☐	_____

☐ Check for New Spills or Housekeeping Issues

Inspection Item	Done	Notes
Oil or water spills removed	☐	_____
Loose packaging removed	☐	_____
Trash emptied	☐	_____
Shrink wrap removed	☐	_____
Trip hazards eliminated	☐	_____
Workstations organized	☐	_____

☐ Verify Warehouse Floors Are Clean

Inspection Item	Done	Notes
Floors swept	☐	_____
High-traffic areas free of debris	☐	_____
Forklift lanes visible	☐	_____
Walkways clearly marked	☐	_____
No loose materials remain in	☐	_____

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☐ Ensure Walkways & Traffic Lanes Are Clear

Inspection Item	Done	Notes
No stored materials block pathways	☐	_____
Forklift routes unobstructed	☐	_____
Crosswalk markings visible	☐	_____
Emergency access routes open	☐	_____

☐ Organize Inspection Documentation

Inspection Item	Done	Notes
Housekeeping logs	☐	_____
Cleaning schedules	☐	_____
Training records	☐	_____
Forklift inspections	☐	_____
Maintenance records	☐	_____
Fire extinguisher inspections	☐	_____
SDS binder	☐	_____
Corrective action reports	☐	_____
Emergency procedures	☐	_____

☐ Inform Supervisors & Department Managers

Inspection Item	Done	Notes
Inspection schedule shared	☐	_____
Visitor procedures reviewed	☐	_____
Responsibilities assigned	☐	_____
Inspector escort identified	☐	_____
Documentation located	☐	_____

☐ Verify Personal Protective Equipment (PPE)

Inspection Item	Done	Notes
Safety vests	☐	_____
Hard hats	☐	_____
Safety glasses	☐	_____
Gloves	☐	_____

Hearing protection	☐	_____
Visitor PPE available	☐	_____

☐ Review the Visitor Route

Inspection Item	Done	Notes
Reception area	☐	_____
Hallways	☐	_____
Conference rooms	☐	_____
Warehouse entrances	☐	_____
Loading docks	☐	_____
Main warehouse aisles	☐	_____
Employee workstations	☐	_____

Tip: Inspection readiness is an ongoing process, not a last-minute rush. Use this checklist to identify deficiencies, verify corrective actions, and keep your warehouse inspection-ready year-round.

Need help turning your assessment into a cleaning program?

Contact All 1 Service Team - All1sales@all1service.com

