

August

LABORATORY ROOM

WEEK ONE

- Science Facilities Safety Checklist: complete
- Circuit breaker box: breakers labeled
- Supplies: inventory properly stored
- Utility cutoff: maintenance check
- Fire extinguishers: maintenance check
- Electrical outlets: maintenance check

- Corrosives cabinet: maintenance check
- Flammables cabinet: maintenance check
- Ventilation system: maintenance check

WEEK TWO

- Safety shower: maintenance check
- Eyewash: maintenance check
- Drench hose: maintenance check
- Gas jets: maintenance check
- First-aid kit: supplies replenished
- Safety goggles & lab aprons: replaced

- Ventilation system: operation test
- Emergency exhaust: operation test
- Fire blanket: visual inspection

WEEK THREE

- Fume hood: operation test
- Material Safety Data Sheets: files updated
- Safety symbols: posted
- Fire drill instructions: posted
- Fire extinguisher: visual inspection
- Fire blanket: visual inspection

- Goggle sanitation cabinet: operation test
- Chemical spill kit: visual inspection
- Smoke detector: batteries replaced

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes
- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Student safety training: completed
- Student safety contracts: signed & filed

CHEMICAL STORAGE ROOM

- Chemicals: inventory properly stored
- Door lock: operation test
- Fire extinguishers: maintenance check

- Electrical outlets: maintenance check
- Ventilation system: maintenance check
- Chemical spill kit: visual inspection

- Smoke detector: batteries replaced
- Cabinets & shelves: maintenance check
- Hazard signs: posted

PREPARATION ROOM

- Supplies: inventory properly stored
- Utility cutoff: maintenance check
- Fire extinguisher: maintenance check

- Electrical outlets: maintenance check
- Corrosives cabinet: maintenance check
- Flammables cabinet: maintenance check

- Ventilation system: maintenance check
- Spark-free refrigerator: operation test
- Smoke detector: batteries replaced

Inspected by _____

Inspection date _____

September

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

CHEMICAL STORAGE ROOM

- Door lock: operation test
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: visual inspection
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test
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PREPARATION ROOM

- Utility cutoff: operation test
- Fire extinguisher: visual inspection
- Spark-free refrigerator: operation test

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test
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Inspected by _____

Inspection date _____

October

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation check
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

CHEMICAL STORAGE ROOM

- Door lock: operation test
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: visual inspection
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test
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PREPARATION ROOM

- Utility cutoff: operation test
- Fire extinguisher: visual inspection
- Spark-free refrigerator: operation test

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test
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Inspected by _____

Inspection date _____

November

LABORATORY ROOM

WEEK ONE

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguishers: *visual inspection*
- Chemical spill kit: *visual inspection*

- Goggle sanitation cabinet: *operation test*
- Electrical outlets: *visual inspection*
- Utility cutoff: *operation test*

WEEK TWO

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguishers: *visual inspection*
- Fire blanket: *visual inspection*

- Communication system: *operation test*
- Emergency exhaust: *operation test*
- Smoke detector: *operation test*

WEEK THREE

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguisher: *visual inspection*
- First-aid kit: *visual inspection*

- Goggle sanitation cabinet: *operation test*
- Electrical outlets: *visual inspection*
- Utility cutoff: *operation test*

WEEK FOUR

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguisher: *visual inspection*
- Fume hood: *air flow test*

- Communication system: *operation test*
- Emergency exhaust: *operation test*
- Smoke detector: *operation test*

CHEMICAL STORAGE ROOM

- Door lock: *operation test*
- Cabinets & shelves: *visual inspection*
- Fire extinguishers: *visual inspection*

- Electrical outlets: *visual inspection*
- Ventilation system: *visual inspection*
- Chemical spill kit: *visual inspection*

- Smoke detector: *operation test*

PREPARATION ROOM

- Utility cutoff: *operation test*
- Fire extinguisher: *visual inspection*
- Spark-free refrigerator: *operation test*

- Electrical outlets: *visual inspection*
- Corrosives cabinet: *visual inspection*
- Flammables cabinet: *visual inspection*

- Ventilation system: *visual inspection*
- Smoke detector: *operation test*

Inspected by _____

Inspection date _____

December

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

CHEMICAL STORAGE ROOM

- Door lock: operation test
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: visual inspection
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test

PREPARATION ROOM

- Utility cutoff: operation test
- Fire extinguisher: visual inspection
- Spark-free refrigerator: operation test

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test

Inspected by _____

Inspection date _____

January

LABORATORY ROOM

WEEK ONE

- Safety shower: *inspection and test*
- Eyewash: *inspection and test*
- Drench hose: *inspection and test*

- Ventilation system: *operation test*
- Fire extinguishers: *visual inspection*
- Chemical spill kit: *visual inspection*

- Goggle sanitation cabinet: *operation test*
- Electrical outlets: *visual inspection*
- Utility cutoff: *operation test*

WEEK TWO

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguishers: *visual inspection*
- Fire blanket: *visual inspection*

- Communication system: *operation test*
- Emergency exhaust: *operation test*
- Smoke detector: *operation test*

WEEK THREE

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguisher: *visual inspection*
- First-aid kit: *visual inspection*

- Goggle sanitation cabinet: *operation test*
- Electrical outlets: *visual inspection*
- Utility cutoff: *operation test*

WEEK FOUR

- Safety shower: *system flush—5 minutes*
- Eyewash: *system flush—5 minutes*
- Drench hose: *system flush—5 minutes*

- Ventilation system: *operation test*
- Fire extinguisher: *visual inspection*
- Fume hood: *air flow test*

- Communication system: *operation test*
- Emergency exhaust: *operation test*
- Smoke detector: *operation test*

CHEMICAL STORAGE ROOM

- Door lock: *operation test*
- Cabinets & shelves: *visual inspection*
- Fire extinguishers: *visual inspection*

- Electrical outlets: *visual inspection*
- Ventilation system: *visual inspection*
- Chemical spill kit: *visual inspection*

- Smoke detector: *operation test*
- Chemicals: *inventory & disposal*
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PREPARATION ROOM

- Utility cutoff: *operation test*
- Fire extinguisher: *visual inspection*
- Spark-free refrigerator: *operation check*

- Electrical outlets: *visual inspection*
- Corrosives cabinet: *visual inspection*
- Flammables cabinet: *visual inspection*

- Ventilation system: *visual inspection*
- Smoke detector: *operation test*
- Supplies: *inventory*

Inspected by _____

Inspection date _____

February

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

CHEMICAL STORAGE ROOM

- Door lock: operation test
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: visual inspection
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test
- _____
- _____

PREPARATION ROOM

- Utility cutoff: operation test
- Fire extinguisher: visual inspection
- Spark-free refrigerator: operation test

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test
- _____

Inspected by _____

Inspection date _____

March

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

CHEMICAL STORAGE ROOM

- Door lock: operation test
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: visual inspection
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test

PREPARATION ROOM

- Utility cutoff: operation test
- Fire extinguisher: visual inspection
- Spark-free refrigerator: operation test

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test

Inspected by _____

Inspection date _____

April

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- Fume hood: air flow test

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

CHEMICAL STORAGE ROOM

- Door lock: operation test
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: visual inspection
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test

PREPARATION ROOM

- Utility cutoff: operation test
- Fire extinguisher: visual inspection
- Spark-free refrigerator: operation test

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test

Inspected by _____

Inspection date _____

May

LABORATORY ROOM

WEEK ONE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Chemical spill kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK TWO

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguishers: visual inspection
- Fire blanket: visual inspection

- Communication system: operation test
- Emergency exhaust: operation test
- Smoke detector: operation test

WEEK THREE

- Safety shower: system flush—5 minutes
- Eyewash: system flush—5 minutes
- Drench hose: system flush—5 minutes

- Ventilation system: operation test
- Fire extinguisher: visual inspection
- First-aid kit: visual inspection

- Goggle sanitation cabinet: operation test
- Electrical outlets: visual inspection
- Utility cutoff: operation test

WEEK FOUR

- Safety shower: shower head covered
- Eyewash: outlet heads covered
- Drench hose: outlet heads covered

- Safety goggles: cleaned and stored
- Fire extinguisher: visual inspection
- Electrical outlets: equipment unplugged

- Utility cutoff: gas valve closed
- Smoke detector: operation test
- Laboratory aprons: cleaned and stored

CHEMICAL STORAGE ROOM

- Door: locked
- Cabinets & shelves: visual inspection
- Fire extinguishers: visual inspection

- Electrical outlets: equipment unplugged
- Ventilation system: visual inspection
- Chemical spill kit: visual inspection

- Smoke detector: operation test
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PREPARATION ROOM

- Utility cutoff: gas valve closed
- Fire extinguisher: visual inspection
- Spark-free refrigerator: nonessentials removed

- Electrical outlets: visual inspection
- Corrosives cabinet: visual inspection
- Flammables cabinet: visual inspection

- Ventilation system: visual inspection
- Smoke detector: operation test
- Door: locked

Inspected by _____

Inspection date _____

June

LABORATORY ROOM

Walk-through inspection

- Eyewashes: *run water into drain**
- Laboratory sinks: *run water into drain**
- Safety shower: *run water into drain**
- Fume hood: *run water into drain**
- Fire extinguishers: *visual inspection*
- Smoke detectors: *operation test*
- Electrical outlets: *visual inspection*
- Utility cutoff: *gas valve in closed position*

- Doors: *securely locked*
- Report vandalism *immediately*
- Schedule equipment and facilities repairs
- _____
- _____

* Running water into the drains periodically will prevent methane gas from entering the rooms. The water will evaporate out of the pipes during the summer months, allowing gas to flow into the laboratory rooms.

CHEMICAL STORAGE ROOM

Walk-through inspection

- Doors: *securely locked*
- Storage shelves: *visual inspection*
- Fire extinguishers: *visual inspection*

- Electrical outlets: *nonessentials unplugged*
- Ventilation system: *air flow continuous*
- Chemical spill kit: *visual inspection*

- Smoke detector: *operation check*
- Schedule equipment & facilities repairs
- Chemical disposal: *completed*

PREPARATION ROOM

Walk-through inspection

- Utility cutoff: *gas valve in closed position*
- Fire extinguisher: *visual inspection*
- Spark-free refrigerator: *inspection*

- Electrical outlets: *nonessentials unplugged*
- Corrosives cabinet: *visual inspection, locked*
- Flammables cabinet: *visual inspection, locked*

- Smoke detector: *operation check*
- Laboratory sinks: *run water into drain**
- Dispose of perishables

Inspected by _____

Inspection date _____

LABORATORY ROOM

Walk-through inspection

- Eyewashes: *run water into drain**
- Laboratory sinks: *run water into drain**
- Safety shower: *run water into drain**
- Fume hood: *run water into drain**
- Fire extinguishers: *visual inspection*
- Smoke detectors: *operation test*
- Electrical outlets: *visual inspection*
- Utility cutoff: *gas valve in closed position*

- Doors: *securely locked*
- Report vandalism immediately
- Schedule equipment and facilities repairs
- _____
- _____

* Running water into the drains periodically will prevent methane gas from entering the rooms. The water will evaporate out of the pipes during the summer months, allowing gas to flow into the laboratory rooms.

CHEMICAL STORAGE ROOM

Walk-through inspection

- Doors: *securely locked*
- Storage shelves: *visual inspection*
- Fire extinguishers: *visual inspection*

- Electrical outlets: *nonessentials unplugged*
- Ventilation system: *air flow continuous*
- Chemical spill kit: *visual inspection*

- Smoke detector: *operation test*
- Schedule equipment & facilities repairs
- Chemical disposal: *completed*

PREPARATION ROOM

Walk-through inspection

- Utility cutoff: *gas valve in closed position*
- Fire extinguisher: *visual inspection*
- Spark-free refrigerator: *visual inspection*

- Electrical outlets: *nonessentials unplugged*
- Corrosives cabinet: *visual inspection, locked*
- Flammables cabinet: *visual inspection, locked*

- Smoke detector: *operation test*
- Laboratory sinks: *run water into drain**
- Dispose of perishables

Inspected by _____

Inspection date _____