

Zone A | Exterior and Loading

Walk from parking/entrance to waste-service area and loading approach; enter warehouse. Target: 20-30 min.

Record date: _____ Inspector: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
A01	Inspect entrance paths and mats. Pass: paths contain no loose debris, standing water, ice or curled mats creating a slip/trip hazard.	☐ P	☐ M	☐ C	☐ N
A02	Verify accessible parking and pedestrian access. Pass: designated access aisles and the pedestrian route contain no parked vehicles, stored items or snow piles.	☐ P	☐ M	☐ C	☐ N
A03	Verify parking and truck-route clearance. Pass: no vehicle blocks marked travel routes, dock approaches, emergency access or the property boundary; any temporary overflow stays within Tyler's approved location/limit.	☐ P	☐ M	☐ C	☐ N
A04	Inspect pavement and drainage on the route. Pass: no uncovered opening, new hazardous surface defect, ponding across a travel route or visibly blocked drain.	☐ P	☐ M	☐ C	☐ N
A05	Verify winter-service results when applicable. Pass: inspected paths are free of hazardous snow/ice; piles do not obstruct entrances, exits, visibility or collection access. Mark N in nonwinter conditions.	☐ P	☐ M	☐ C	☐ N
A06	Inspect the dumpster, compaction-service area and metal recycling. Pass: material remains inside containers; no spill or protruding load; collection approach is clear. Record service need when capacity is reached.	☐ P	☐ M	☐ C	☐ N
A07	Inspect dock approaches and walking boundaries. Pass: no parked car, pallet, bin or debris occupies the designated approach; pedestrian routes remain clear.	☐ P	☐ M	☐ C	☐ N
A08	Inspect visible dock equipment from a safe position. Pass: no detached bumper, visibly damaged restraint/leveler or reported unsafe defect remains available for use; flagged equipment is isolated.	☐ P	☐ M	☐ C	☐ N
A09	Inspect overhead-door condition. Pass: no displaced track, hanging component or visible impact damage; any observed/reported abnormal operation has been reported and affected equipment isolated.	☐ P	☐ M	☐ C	☐ N
A10	Inspect exterior lights and visible building damage. Pass: fixtures are intact with no hanging parts; no loose exterior material or visible active leak. Verify operation only when lights are on; otherwise record daylight limitation.	☐ P	☐ M	☐ C	☐ N

Capture coverage and observation evidence

Record route IDs: _____ Exits visited / planned: ____ / ____

Record one specific observation/location: _____

Record finding ID(s) or N reason(s): _____

Escalate C immediately. Log M with an owner/due date. Record all N reasons on page 4. Do not certify this zone complete if an applicable location remains uninspected.

Zone B | Warehouse and Break Room

Walk warehouse aisles in order, then equipment perimeter, break room and restrooms. Target: 20-30 min.

Record date: _____ Inspector: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
B01	Inspect warehouse floors. Pass: no loose fasteners, packaging, liquid spill or exposed floor defect creates a slip/trip or vehicle-control hazard.	☐ P	☐ M	☐ C	☐ N
B02	Verify aisles, exits and fire-equipment access. Pass: designated aisles and routes are clear; no stored item blocks an exit, extinguisher or emergency equipment.	☐ P	☐ M	☐ C	☐ N
B03	Inspect visible racks and pallets along every aisle. Pass: no new bent/dislodged member, missing visible connection, leaning upright or broken load-bearing pallet; suspect sections are isolated.	☐ P	☐ M	☐ C	☐ N
B04	Inspect stored loads and clearances. Pass: no leaning stack, unsecured overhang or visibly unstable load; no item crosses a posted storage boundary or marked sprinkler-clearance limit. Log missing criteria.	☐ P	☐ M	☐ C	☐ N
B05	Inspect warehouse garbage and cardboard bins. Pass: contents remain below the rim, with no spill or obstruction; floor around bins and baler approach is clear.	☐ P	☐ M	☐ C	☐ N
B06	Inspect equipment perimeters and charging areas. Pass: no visible fluid leak, damaged exposed cable, blocked charger access or stored material obstructs designated equipment clearance. Do not operate equipment.	☐ P	☐ M	☐ C	☐ N
B07	Inspect warehouse break-room garbage and recycling. Pass: no overflow, bag leak or loose food waste; record food waste requiring removal. This observation does not certify end-of-day emptying.	☐ P	☐ M	☐ C	☐ N
B08	Inspect break-room food surfaces and pest activity. Pass: accessible tables/counters/sink show no visible food residue, pooled liquid or flies. Record sightings and specific residue locations.	☐ P	☐ M	☐ C	☐ N
B09	Inspect warehouse restroom fixtures and supplies. Pass: soap, toilet tissue and hand-drying supplies are available; no overflow, active leak, standing wastewater or garbage overflow.	☐ P	☐ M	☐ C	☐ N
B10	Verify warehouse exit-door and sign condition. Pass: door approach is clear, signs are visible/illuminated, and no wedge defeats a fire door. Observe normal closing; report doors failing to close/latch.	☐ P	☐ M	☐ C	☐ N

Capture coverage and observation evidence

Record route IDs: _____ Exits visited / planned: ____ / ____

Record one specific observation/location: _____

Record finding ID(s) or N reason(s): _____

Escalate C immediately. Log M with an owner/due date. Record all N reasons on page 4. Do not certify this zone complete if an applicable location remains uninspected.

Zone C | Office and Common Areas

Walk office entrance/corridors, kitchen, restrooms and visible utility locations. Target: 20-30 min.

Record date: _____ Inspector: _____ Start: _____ Finish: _____

P Pass **M** Minor: fix within 7 days **C** Critical: stop/isolate affected activity and escalate now **N** Not inspected / N/A: record reason

ID	ACTION AND PASS STANDARD	RESULT			
C01	Inspect office entrances, corridors and stairs. Pass: no trip obstruction, spill, loose handrail, displaced mat or protruding floor edge lies on the route.	☐ P	☐ M	☐ C	☐ N
C02	Verify office exits, signs and fire-equipment access. Pass: approaches are unobstructed; signs are visible/illuminated; no stored item blocks extinguisher or emergency-equipment access.	☐ P	☐ M	☐ C	☐ N
C03	Inspect office doors and access hardware. Pass: no loose/broken handle or reported locking fault; fire doors are not wedged and close/latch during normal observed use.	☐ P	☐ M	☐ C	☐ N
C04	Verify electrical-panel access and visible cord condition. Pass: designated panel clearance contains no storage; visible cords/outlets show no exposed conductor, scorch mark or broken cover.	☐ P	☐ M	☐ C	☐ N
C05	Inspect office and common-area garbage. Pass: no overflow, bag leak or loose food waste; record food-containing bins needing removal.	☐ P	☐ M	☐ C	☐ N
C06	Inspect office-kitchen garbage and recycling. Pass: no overflow, leak or loose food waste; record food waste requiring removal. Tyler records end-of-day removal separately.	☐ P	☐ M	☐ C	☐ N
C07	Inspect office-kitchen surfaces and pest activity. Pass: accessible tables/counters/sink show no visible food residue, pooled liquid or flies. Record sightings and exact locations.	☐ P	☐ M	☐ C	☐ N
C08	Inspect office restroom fixtures and supplies. Pass: soap, tissue and hand-drying supplies are available; no overflow, active leak, standing wastewater or garbage overflow.	☐ P	☐ M	☐ C	☐ N
C09	Observe lighting and HVAC conditions. Pass: lights needed to see the route operate; no unusual burning odor, smoke or active HVAC leak; any unresolved comfort complaint is logged. Do not set an invented temperature limit.	☐ P	☐ M	☐ C	☐ N
C10	Inspect visible moisture and structural conditions. Pass: no active water drip, fresh wet ceiling patch, bulging ceiling tile or loose overhead material. Record exact location and protect the affected area.	☐ P	☐ M	☐ C	☐ N

Capture coverage and observation evidence

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Record one specific observation/location: _____

Record finding ID(s) or N reason(s): _____

Escalate C immediately. Log M with an owner/due date. Record all N reasons on page 4. Do not certify this zone complete if an applicable location remains uninspected.

Hidden Areas and Findings

Complete hidden checks during the route; finish the finding log and completion record afterward.

Commonly overlooked / hidden defect areas

ID	ACTION AND PASS STANDARD	RESULT			
H01	Inspect behind accessible food-area bins/appliances. Pass: no food scraps, pooled liquid or pests. Do not move heavy/energized equipment.	☐	☐	☐	☐
		P	M	C	N
H02	Inspect accessible sink-cabinet bases. Pass: no fresh wetness, drip or swollen base. Record inaccessible locations; do not disturb stored chemicals.	☐	☐	☐	☐
		P	M	C	N
H03	Inspect behind open doors and exit discharge points. Pass: no concealed storage, wedge or exterior obstruction impedes the route.	☐	☐	☐	☐
		P	M	C	N
H04	Inspect rack ends, aisle corners and floor edges. Pass: no fresh impact damage, loose fasteners or hidden debris affects travel.	☐	☐	☐	☐
		P	M	C	N
H05	Inspect ceiling edges from floor level. Pass: no fresh staining, drip, sagging tile or loose overhead component is visible.	☐	☐	☐	☐
		P	M	C	N
H06	Inspect bin-adjacent floors and charging-cable routes. Pass: no trapped spill, sharp debris, damaged cable or trip loop. Do not reach beneath equipment.	☐	☐	☐	☐
		P	M	C	N

Log every finding and every N result

Use Quality Hub continuation entries for additional findings. Record even when corrected immediately.

ID / tier	Location + observed defect	Immediate control	Owner / notified	Due date	Hub ID

Verify completion: P ____ M ____ C ____ N ____ (total 36) Uninspected applicable locations: _____

Record inspector initials: _____ Tyler review: _____ Upload PDF / Hub record: _____