Shelter Shift Inspection

Date: _____ Incident/DR#:_____ Shelter Name/Location:_____

Shift: □ Day □ 2nd □ Night	Inspection Time:
Shift Supervisor:	
Inspector:	

General Condition	
□ Yes □ No	Are all areas free of excessive wear and tear?
Entrances, Exits, and Access to Shelter	
□ Yes □ No	Are all entrances and exits visible and unobstructed?
□ Yes □ No	Are all entrances and exits marked with a visible sign that is properly illuminated?
□ Yes □ No	Are accessible entrances clearly marked?
□ Yes □ No □ N/A	Are controls in place for any restricted areas requiring limited access?
Exterior of Shelter	
□ Yes □ No	Are all walkways clear of trip or fall hazards?
□ Yes □ No □ N/A	In inclement weather, are all walkways clear of snow and ice?
□ Yes □ No □ N/A	Are all accessible ramps and handrails maintained?
□ Yes □ No	Are there appropriate containers for disposal of cigarettes and trash?
□ Yes □ No	Is there an appropriate area for service and assistance animals to relieve themselves?
Interior of Shelter	
□ Yes □ No	Are the routes between service delivery areas and restrooms at least 36” wide, free of protruding objects, and accessible to all clients and workers?
□ Yes □ No	Are all areas and floors clean, dry, sanitary, and free of hazards?
□ Yes □ No	Is floor protection adequately secured to avoid slips, trips, and falls?
□ Yes □ No	Are all service delivery areas sanitized and clean of debris?
□ Yes □ No	Is signage for designated areas legible and large enough for all clients and workers to see?
□ Yes □ No	Does signage reflect all languages spoken by the shelter resident population?
□ Yes □ No	Are restrooms clean, orderly and free of standing water, trip and fall hazards, and chemicals?
□ Yes □ No □ N/A	Are diaper-changing areas sanitized with available hand wipes?
□ Yes □ No	Is there an adequate power supply for clients with durable medical equipment and portable electronic device charging stations?
□ Yes □ No	Are electrical cables and outlets routed and covered safely?
□ Yes □ No	Are doors and windows secured?
□ Yes □ No	Are reception workers appropriately controlling access to the shelter and securing the shelter entrance?
□ Yes □ No	Are dormitory registration workers appropriately controlling access to the dormitory and securing the dormitory entrance?
Resolution of Issues Identified Above	
NOTE ANY ISSUES ON THE SHELTER LOG	

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