

# Golf club house inspection checklist

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## General housekeeping

### OK Item

- Combustibles removed from designated smoking areas
- Floors clear of spills, cracks, or other tripping hazards
- Weeds/combustibles removed next to building (over 20')
- Sidewalks clear of cracks, ice, and slip, trip, and fall hazards
- Stairway treads, railings secured
- Stairwells clear and well lit
- Floor mats in good condition
- Employee areas well marked

### Areas for improvement

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## Fire protection/Life safety

### OK Item

- Extinguishers visible, unobstructed, inspected, tagged, and charged
- Emergency phone numbers posted
- Incident reporting protocol in place
- Emergency lighting maintained, exits illuminated for emergencies
- Fire alarm tested and drills performed regularly
- Exits clear, marked visibly, unlocked
- Panic hardware or door alarms provided and in working order
- Emergency evacuation routes clearly posted
- Flammable liquids stored, handled, and dispensed in a safe manner

### Areas for improvement

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## Electrical hazards

### OK Item

- Switches/junction boxes covered
- No exposed wires/connections
- Portable electric tools grounded and polarized
- GFCIs provided within 3 feet of water sources
- Minimum 3-foot clearance maintained in front of electrical panels
- Surge protection provided for electronic equipment

### Areas for improvement

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## Heating and ventilation

### OK Item

- Units checked annually by qualified contractor
- Inspection certificates on file
- Clearance at least 3 feet from all combustibles to ventilation system and heated equipment

### Areas for improvement

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## Locker rooms

### OK Item

- Lockers and storage areas free of hazards
- Mirrors are in good condition, no chips
- Showers are clean, tiles secured
- Floors clean, dry, and in good condition

### Areas for improvement

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## Pro shop

### OK Item

- Floors clear of slip and trip hazards
- Display racks free of hazards
- No display racks in aisles
- Counter top displays not hanging off edge of counter
- Boxes and packaging removed from area

### Areas for improvement

## Vending machines

### OK Item

- Machines securely fastened to wall
- Machines electrically grounded, no damaged cords

### Areas for improvement

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## Food service and bar areas

### OK Item

- Floor clear of tripping hazards, clean and dry
- Changes in floor elevation well lit
- Counter tops, tables, tools, and chairs in good condition
- Utensils in good condition
- Glassware in good condition

### Areas for improvement

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# Golf club house inspection checklist

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## Kitchen

### OK Item

- Food receiving area is clean
- Kitchen is free of insects and rodents
- All inspection reports on file
- Supplies stored off the floor
- Non-food items separate from food items
- Food stored in original containers and labeled
- Toxic materials/cleaning supplies stored separately
- Shelving is clean
- Floor is clean and free from trash
- Hot foods are 140 degrees or hotter
- Thermometers are being used and good condition
- Temperature records are updated
- Utensils are in good condition
- Cutting boards separated for vegetables and meat
- Cooking area free of all grease and accumulation
- Food preparation surfaces clean and sanitized
- Aisle space is maintained
- Gloves being used
- Hairnets being used
- Sanitation records up to date
- Dishwasher sprayer is clean and unclogged
- Workstation in dish room is clear of obstacles
- Refrigerated foods are kept at 45 degrees or colder
- Frozen food is kept at 0 degrees
- Freezer coils are free of frost

### Areas for improvement

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## Cooking equipment

### OK Item

- Food is free of spoilage
- Units are clear of mold and odor
- Filters are cleaned
- Ventilation and hoods are cleaned on a regular basis
- Fire suppression system is maintained semi-annually
- A K-type fire extinguisher is present and maintained

### Areas for improvement

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# Golf club house inspection checklist

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## Items noted for improvement

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Corrective action taken

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Correction by: \_\_\_\_\_

Date: \_\_\_\_\_

Final inspection by: \_\_\_\_\_

Date: \_\_\_\_\_



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