

Oxford Houses

Safety Checklist

House Name: _____

Date: _____

Person Completing Inspection: _____

Safety Checklist				
Area			Status	Notes
Outside	Satisfactory	Unsatisfactory	When Completed	
Gutters In good working order.				
Driveway in good order. Clear of debris.				
Front of House clear of debris. Any furniture is appropriate outside				
Trash can area-clean and well maintained.				
Inside				
House is generally clean-including walls and rugs.				
Baseboards, blinds and ceiling fans free of dust and dirt.				
Bedrooms free of clutter, trash and generally well-maintained.				
No water leaks in or around bathrooms or under cabinets.				
No mold on walls or ceilings.				
Stairwells in good order, railings secure.				
Fire Safety				
Fire escape plan posted.				
Outlets not overloaded.				
A smoke detector in each room of the home.				
A fire extinguisher in or near the kitchen, halls and stairwells				
Second story houses must have fire escape ladders.				
Absolutely no candles or incense, other than emergency candles.				
Carbon Monoxide Detectors if necessary.				
Light fixtures in good repair.				
House Operations				
All notebooks and records in good order.				
File cabinet in good working order - locked box for checkbook.				
Central cork board for house business.				
Finances				
Bank Statements available for review.				
Financial records in order-notebooks and audits				