Building Inspection Log – Daily

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| Date | **Floors** | **Drains & Trenches** | **Break Room &****Restrooms** | Cooler Temp | Rodent Traps | Hand Washing Facility | **Food Contact Surfaces** | **Waste****Dumpster Areas** | **Employee Name** |
| Checked | Cleaned | Checked | Cleaned | Checked | Cleaned | Recorded | Checked | Emptied | Checked | Cleaned | Checked | Cleaned | Checked | Cleaned |  |
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Sheet Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Management) (Date)

Sample record keeping sheet. Modify to fit your operation.

This form was originally developed by Wesley Kline, Ph.D., Associate Professor with the Department of Agriculture and Resource Management at Rutgers University, NJ and Agricultural Agent with Rutgers Cooperative Extension, Cumberland County, NJ.