

QUARTERLY MAINTENANCE INSPECTION CHECKLIST

Housekeeping (H)

Date of inspection- spell out the month! (30 MARCH 2020) _____

Name of inspector (print) : _____

DIRECTIONS: Print this checklist and take it with you as you do your work. If any item **FAILS** inspection, **enter notes** to explain what you found. Submit to the Captain for signature when complete.

HELM CONNECT ENTRY- If the system is not in good working order, choose FAIL in the Helm record and complete a new, separate task for what needs to be done to return it to good working order. Finish this part of the QMI inspection and keep the new task open until repairs are completed.

NAMING THE NEW TASK- The task title in the description field should **start with the item number** on the list **followed by a short description**. For example: "H1- flammables stored in machine room".

General Housekeeping (circle one)- PASS / FAIL

If FAIL, list new helm task #s here: _____

Item #	Description	OK	N/A	Needs repair / attention
H1	Are all of the accommodation rooms/spaces being used for what they are designated for? (Example of a problem is crew's gym used as an engine room store.)			
H2	Are all of the accommodation rooms/spaces kept clean and tidy?			
H3	Is the accommodation heating system/ventilation working properly?			
H4	Is the engine room clean? (Note: No accumulation of oily rags and garbage.)			
H5	Are hot and cold water available to all crewmembers?			
H6	Is water pressure available to the toilets?			
H7	Has all garbage been removed from the vessel?			
H8	Are paint, thinners and solvents stored outside the accommodation spaces, stores and all machinery spaces? (Note: They should be stored in the paint/ flammables lockers.)			
H9	Are cockroaches and other insects properly dealt with?			
H10	Are crew showers, toilets and sinks operating properly?			
H11	Have the galley hot plate filters been changed recently? Is the galley uptake dirty? Are grease filters fitted over the galley stove? Is the trunking dirty?			
H12	If drinking water fountains are fitted throughout the vessel, are they in good working order?			
H13	Are there sufficient provisions on board?			
H14	Is the machinery installed in the engine room workshop in good working order? Are the necessary protection devices in place? Are protective gloves, eyewear, and hearing protection provided?			
H15	Is the material in the storeroom secured properly?			
H16	Is the refrigerator room alarm (for being locked in) working			

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	properly?			
H17	Are the batteries stowed properly in the battery locker?			
H18	Is there any oil leaking from the main engine? If so, has it been stopped and cleaned up?			
H19	Is the gangway in good working order and is it safe to use? Rigged properly with net and secured on board?			
H20	Are all light fixtures (including bed lights) installed as intended (firmly afixed, no hanging cords and jury rigged improvisations)?			
H21	Are smoking areas and their limits clearly defined, and a suitable receptacle provided for butts?			
H22	Is the supply and condition of bedding adequate (worn, broken, torn mattresses, pillows, blankets, curtains)			
H23	Are the linens (sheets, towels, pillow cases, wash cloths) adequate in supply and condition?			
H24	Are shower stalls being maintained (mold, mildew, shower curtains, fixtures) and up to functional design?			
NOTES:				