



EXAMPLE FORM

Monthly Environmental Health Checklist

Directions: This form can be used by the boarding home owner or staff as a self audit tool.

Facility name	Facility Address	Phone Number		
Items Evaluated		Yes	No	N/A
1. Home and grounds are kept clean and free of hazards.		<input type="checkbox"/>	<input type="checkbox"/>	
2. Kitchen and all food preparation, appropriate food storage, and food serving areas are kept clean and sanitary.		<input type="checkbox"/>	<input type="checkbox"/>	
3. Perishable food is refrigerated or safely stored in other ways.		<input type="checkbox"/>	<input type="checkbox"/>	
4. Home has an adequate, safe sewage disposal system. No back ups or failing system.		<input type="checkbox"/>	<input type="checkbox"/>	
5. Plumbing appears to be in good working condition.		<input type="checkbox"/>	<input type="checkbox"/>	
6. Home has hot and cold running water. The water heater should not be above 120° F (49° C).		<input type="checkbox"/>	<input type="checkbox"/>	
7. There is at least one toilet, lavatory, and bathtub or shower inside the home.		<input type="checkbox"/>	<input type="checkbox"/>	
8. Bathrooms are kept clean.		<input type="checkbox"/>	<input type="checkbox"/>	
9. Soap and toilet paper are available in the bathrooms at all times.		<input type="checkbox"/>	<input type="checkbox"/>	
10. Each resident has a clean towel available , or paper towels are available.		<input type="checkbox"/>	<input type="checkbox"/>	
11. Garbage is removed at least once a week.		<input type="checkbox"/>	<input type="checkbox"/>	
12. Garbage is kept in metal or plastic containers with tight fitting lids.		<input type="checkbox"/>	<input type="checkbox"/>	
13. The home is kept free of insects, mice and rats.		<input type="checkbox"/>	<input type="checkbox"/>	
14. The yard is well drained, with no standing water.		<input type="checkbox"/>	<input type="checkbox"/>	
15. The yard is kept free of garbage and trash.		<input type="checkbox"/>	<input type="checkbox"/>	
16. The house is adequately ventilated and free from bad odors.		<input type="checkbox"/>	<input type="checkbox"/>	
17. Windows and outside doors are operable and are screened.		<input type="checkbox"/>	<input type="checkbox"/>	
18. Cleaning supplies, insect sprays, and medicines are in original containers kept separate from food or food contact surfaces or bedding.		<input type="checkbox"/>	<input type="checkbox"/>	
19. Outdoor steps are not slippery. Porches, railings, and other wooden structures do not have splinters.		<input type="checkbox"/>	<input type="checkbox"/>	
20. Indoor floors and steps are not slippery, and are kept dry when residents are using them. Wood surfaces and objects do not have splinters.		<input type="checkbox"/>	<input type="checkbox"/>	
21. Stairways are safe from tripping hazards and are well lit. Banisters and railings are secure.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Beds and bedding are in good condition.		<input type="checkbox"/>	<input type="checkbox"/>	
23. Smoke detectors are mounted and functional.		<input type="checkbox"/>	<input type="checkbox"/>	
24. CO ₂ detectors are mounted and functional.		<input type="checkbox"/>	<input type="checkbox"/>	
25. All required postings are present.		<input type="checkbox"/>	<input type="checkbox"/>	
26. Staff who prepare food have current FHC/FMC.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. First aid kit is present and well stocked.		<input type="checkbox"/>	<input type="checkbox"/>	
28. All employees have current in service training.		<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Date:	Signature:	Title:
	Printed Name:	