



Closing Time Inspection Report

Location: _____ Date: _____

Prior to locking up, the last minutes of the day should be used to tour the facilities and look for the following: Hot bearings, hot motors, smoldering fires, droplights left on, unlocked doors, unusual sounds, odors, etc. Use the following form to record your closing inspections.

PLEASE PLACE YOUR INITIALS IN THE BOXES.

Day	Head House	Bin Floor	Work Floor	Boot Pit	Basement	Office
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						