



## SAFETY CHECKLIST - CONVENIENCE STORE

When performing a safety check, consider the following guidelines.

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- I. General**
  - a. Aisles should be maintained in a clear condition and should be at least 36" wide.
  - b. Nonfunctioning light bulbs should be replaced as soon as possible to keep all lights working.
  - c. Exits should be kept clear and exit signs should work.
- 2. Flooring Materials / Mopping Protocols**
  - a. Floor mats should be slip resistant, high water absorbent, in good condition and lay flat, especially around their edges.
  - b. Flooring materials should be in good condition with no loose or broken tiles or other defects.
  - c. The sales floor should not be slippery. Proper cleaning materials should be used, such as neutral anionic detergents, so that floors are not slippery after cleaning.
  - d. Wet floor signs should be in adequate supply. Wet floor signs must be used when a floor or entrance is wet, during spill clean-up and when cleaning floors. Wet floor signs should be placed at 3 foot intervals. When mopping, employees must use these signs, mopping one side of the floor at a time and alternating between wet mopping and dry mopping. Signs should be removed after the floor is dry.
- 3. Surfaces**
  - a. All outside surfaces should be free of pot holes and uneven surfaces. The area around holes or uneven surfaces that may cause customers to trip should be cordoned off and the public kept away. (i.e. orange cones or other visible method should be used to restrict access to area until repaired.)
  - b. The front portion of changes in elevation (such as a walkway in front of the store or island around pumps) and concrete barriers or posts for vehicles should be painted a highly visible, contrasting color.
  - c. Ramp(s) and handicap areas should be checked and painted with anti-slip additives.
- 4. Security Cameras**
  - a. Security cameras should be checked regularly to insure that each camera is working.
  - b. Footage should be properly labeled and kept for a minimum of 30 days.
- 5. Security System**
  - a. Height strips should be placed on entrance doors and maintained in good condition. Double entrance doors should have two height strips in place.
  - b. Hold up alarm (under counter) and wireless pendent should be tested quarterly through a central alarm company.
  - c. Back door push bar audible alarm should be operable and tested monthly. The key to reset the alarm should be in the store in a location known to authorized employees.
- 6. Restrooms**
  - a. The restrooms should be clean and kept dry. Leaking plumbing should be repaired as soon as possible.
  - b. A cleaning log should be maintained.
  - c. Outside restroom doors should lock automatically.
  - d. Trash cans should be emptied and the paper towel and soap dispenser checked for supply.
- 7. Merchandise / Shelves**
  - a. Products should be discarded after expiration date.
  - b. A minimum aisle clearance of 36" should be maintained and aisles should be free of tripping hazards.
- 8. Pumps**
  - a. Hoses should be free of significant wear and tear, cracks and leaks.
  - b. Hoses should incorporate a functional break away device.
  - c. Pumps should have all decals and signage required by applicable regulation.
  - d. Vehicles should not be re-entered while gasoline is being pumped. Signage for proper static electricity discharge procedures should be in place.
  - e. Emergency shut off signs should be posted in a visible place, easily accessible, and not faded.
- 9. Gas Tanks**
  - a. Storage tanks should be clearly labeled, preferably with a tag or collar to identify their contents.
  - b. Storage tank fill caps should be kept in good order to prevent water entry.
  - c. Tanks should be tested periodically using water paste to verify that the electronic tank monitor system is working properly.
- 10. Canopy / Gutters**

Canopies and gutters should be checked for leaks and in winter weather, ice accumulations should be cleared to avoid injury to people below canopies and gutters.
- 11. Electrical**
  - a. Combustible items should be kept at least 36" from the main electrical panel.
  - b. Extension cords
    1. Extension cord use should be kept at a minimum because cords can be a fire and tripping hazard, and when used, cords should have a grounded plug end.
    2. Extension cords should be of the three wire type and UL approved.
    3. Extension cords should not be run across doorways and should not be run beneath carpet.
- 12. Fire Safety**
  - a. All store fire extinguishers must be charged, mounted and not blocked from access. Each extinguisher should be inspected monthly and should feature tag with inspection date, intact locking pin, and a gauge indicating that the fire extinguisher is in operating range, and a nozzle, hose and trigger that are free of damage.
  - b. Fire suppression systems should meet the UL-300 standard and should be serviced every 6 months, with the service tech leaving a service tag. There should be clear access to manual pull station.
  - c. Cooking equipment, counters and the floor of cooking areas should be kept free of grease build-up.

This document is provided for informational purposes only. It was developed as a general guide to safety from sources believed to be reliable and is not intended to provide legal, technical or other professional advice. Compliance with all federal, state or local laws and regulations remain the policyholder's responsibility.



**SAFETY CHECKLIST - CONVENIENCE STORE**

When performing a safety check, consider the following guidelines. If acceptable check A, if unacceptable check U, if not applicable to your store check N/A For all unacceptable answers, you MUST list the corrective action you have taken. Sign and date the form.

INSIDE STORE	A	U	N/A	COMMENTS/ACTION PLAN
Surveillance cameras all working?				
Security system working?				
Floor clean and dry?				
Flooring materials in good condition?				
Aisle ways clear?				
Storage area(s) clean and organized?				
Shelves clean and organized?				
Merchandise within expiration date?				
All lights working?				
Wet floor signs available and used properly?				
Entrance floor mat in safe condition?				
Beverage area floor mat in safe condition?				
Restrooms clean and dry?				
Emergency Exit signs working?				
Exits have clear access?				
Cooler temperatures kept below 40°F?				
Freezer temperature kept at 0°F or below?				
OUTSIDE STORE	A	U	N/A	COMMENTS/ACTION PLAN
Parking lot/pump area/sidewalk surfaces/curbs/steps/clean and free of defects?				
Security cameras all working?				
Ice and snow removed from vehicle and pedestrian areas?				
Parking spaces/bumpers in good working condition?				
Restrooms clean and dry?				

PUMP/ISLANDS	A	U	N/A	COMMENTS/ACTION PLAN
Trash containers available and regularly emptied?				
Area free of oil or gas residue?				
Canopy lights all working?				
Wash buckets clean and full?				
Island curbs in good condition and painted?				
Canopy in good condition and free of leaks?				
Vehicle barriers and protection in good working order?				
Break-away device on hoses?				
Hoses free of cuts and leaks?				
Hose nozzles working and free of leaks?				
Pump decals on all pumps and in readable condition?				
Emergency shut off provides clear access and sign available?				
Gas fill ports properly labeled and in safe working condition?				
FIRE PROTECTION	A	U	N/A	COMMENTS/ACTION PLAN
Fire extinguishers charged, accessible, and inspected monthly internally and annually by professional service?				
Fire extinguishing system for cooking equipment has been inspected within the past 6 months?				
Exhaust hood filters clean?				
Cooking areas free of grease build-up?				
Extension cords in good condition, used only temporarily and do not create tripping hazard?				
Air conditioning and cooler compressors clean?				
Electrical panel clear of combustible materials?				

NAME \_\_\_\_\_ DATE \_\_\_\_\_