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MANUFACTURED HOME SALES CENTER SELF-INSPECTION REPORT

NAME OF RETAILER: _____
 ADDRESS: _____
 CITY, STATE: _____ ZIP: _____

HELP PREVENT ACCIDENTS AND INJURIES THROUGHOUT YOUR LOT BY COMPLETING THIS "SALE CENTER SELF INSPECTION REPORT" MONTHLY, AND CORRECTING UNSAFE CONDITIONS IMMEDIATELY.

MANAGEMENT	YES	NO
Arbitration and venue clauses on all customer contracts?		
Certificate of Insurance obtained from all sub contractors with proper limits?		
Consistent use of Mobile's "Transporter Installer Agreement"?		
Consistent use of Mobile's "Performance Agreement for Subcontractors" for all non-transporters & installers?		
Consistent use of "Independent Contractor Workers Compensation Insurance Waiver Form"?		
Consistent use of "Temporary Step Notice" with all sales?		
Lot manager tours entire lot at least once a week?		
Regular employee safety meetings?		
Keep physical asset log or video of owned items?		
Compliance with all governmental regulations?		
Accident and injury reports prepared immediately?		
Accident investigation and corrective action measures taken immediately?		

SLIP AND FALL HAZARDS	YES	NO
Sidewalks, walkways, parking areas - well maintained & lighted at night?		
Entrance to common areas free from obstacles?		
Steps and stairs in good repair - suitable handrails?		
Lot common grounds free from obstructions, holes, etc?		
Oil leaks, spills, cleaned immediately?		
Lighting adequate and maintained throughout the lot?		
Formal ice and snow removal program established?		

MAINTENANCE & HOUSEKEEPING	YES	NO
General maintenance and housekeeping throughout lot considered good?		
Grass and weed control good?		
"Restricted Area" signs?		
Locked storage areas and buildings?		
Flammable/toxic containers safely handled and stored?		
Regular cleaning of public restrooms?		
Trash disposal safely arranged?		
Rock guards on all lawn mowers to prevent thrown rocks?		

EXTERIOR CONDITIONS	YES	NO
Vehicle traffic flow controlled?		
Roads in good condition?		
Unattractive nuisances such as vacant buildings, vacant mobile homes & construction sites controlled?		
Height marked on entrance overhangs?		
Well drained lot that prevents flooding with normal rains?		

AUTOMOTIVE	YES	NO
Employees driving records checked?		
Regular driving safety courses required?		
Drivers educated on what to do in case of an accident?		
Regular automotive maintenance?		
Drivers have appropriate license for vehicle?		
Use spotters when backing up?		
Use wide turn signs?		
All drivers have signed Mobile's "Driver Safety Agreement"?		

OFFICE BUILDINGS	YES	NO
Electrical, heating and plumbing in good condition?		
"No Smoking" rule posted and enforced?		
Hand fire extinguisher accessible?		
Emergency exits illuminated?		
Emergency (back-up) lighting available?		
Annual inspection of all equipment and wiring?		

SECURITY	YES	NO
Night watch service?		
Rule against guard dogs?		
Rule against lot employees having guns?		
Fencing around lot perimeter?		
Restricted lot access after hours?		

VENDING MACHINES	YES	NO
Installed on firm, flat surface?		
Electrical properly grounded?		
Located in a place where it does not attract general public?		

EMERGENCY ASSISTANCE	YES	NO
Telephone numbers for fire, police, and local hospitals posted?		
Fire Department familiar with layout of facilities?		
Fire and smoke alarms working properly and tested monthly?		
Burglar alarms working and tested regularly?		

COMMENTS
Explain "NO" answers. Indicate date that all unsafe conditions will be corrected/updated? If no corrections/updates planned, please note that.

Sales Center/Retailer Inspection Report

Completed by: _____ Date: _____

This form is advisory and intended to provide assistance in loss prevention and control and is not a substitute for a professional safety inspection. Implementation of the recommendations herein does not imply or guarantee full compliance with local, state or federal regulations which may apply to such practices and conditions and does not signify or imply that the other hazards are nonexistent.