

# Weekly Grain Elevator Housekeeping Checklist

CONDUCTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM \_\_\_\_\_ PM

LOCATION: \_\_\_\_\_

	YES	NO	N/A
<b>BASEMENT</b>			
Boot Pits Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor Cleaned and Pumped	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Motors, Machinery, Etc. Swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TUNNEL FLOOR</b>			
Tunnels Swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GROUND LEVEL/POWER ROOM</b>			
Floors Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch Boxes, Push Buttons, Etc. Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TRUCK RECEIVING AREA</b>			
Dumping Area Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RAIL LOADING/UNLOADING AREA</b>			
Grain Spills Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouting, Etc. Free of Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HEAD HOUSE/GALLERY FLOORS/TOPS OF BINS</b>			
Bin Tops, Floors, and Walls Swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouts Free of Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Motors, Etc. Swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ledges Swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>GRAIN DRYERS</b>			
Any Leaks In Spouting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any Leaks in Outer or Inner Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric Control Panels and Fan Room Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grain Column and Discharge Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside Spillage Cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DUST SYSTEMS</b>			
Grain Oil Systems Working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyclones and Filter Systems Working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouts, Chutes, Etc. Free of Holes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER ITEMS</b>			
Any Presence of Visible Emission From Internal Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grain Load-Out Sleeves in Proper Working Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note on back any corrective action that needs to be taken to correct any problems and estimated time necessary to correct. Record any repairs or maintenance to the grain elevator as related to emissions of particulate matter including repairs to the dump pit dust control system, repairs to dryer enclosure or sheeting, repairs to enclosure on internal transfer, and replacement of load-out sleeves, with date and description of activity on maintenance sheet and keep with weekly Grain Elevator Housekeeping Checklist.