

# Storage Cabinet Preventive Maintenance Checklist

## 1. General Information

Cabinet Type: \_\_\_\_\_

Cabinet Manufacturer: \_\_\_\_\_

Cabinet Model: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Name of Inspector: \_\_\_\_\_

## 2. Exterior Condition

- ☐ Check for visible signs of wear, damage, or corrosion on the exterior surfaces of the cabinet.
- ☐ Ensure the cabinet is free from dents, cracks, or rust.
- ☐ Inspect the cabinet's paint or coating for any peeling or fading.
- ☐ Ensure all warning labels and signage (e.g., "Hazardous Materials," "Flammable") are clearly visible and in good condition.
- ☐ Verify that the cabinet is properly grounded (if required).
- ☐ Ensure the cabinet is securely fastened to prevent tipping or movement.

## 3. Doors and Seals

- ☐ Check that all doors open and close smoothly without obstruction.
- ☐ Ensure the door locks and latches function properly and securely.
- ☐ Inspect door seals (gaskets) for any signs of wear, cracking, or gaps.
- ☐ Verify that thermal expanding seals are intact and in good condition (for fire-rated cabinets).
- ☐ Ensure the automatic door closers (if equipped) operate correctly and softly close the doors.



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## 4. Ventilation System

- ☐ Ensure that ventilation openings (e.g., labeled “IN” and “OUT”) are unobstructed and free from debris.
- ☐ Check that the ventilation system is operational (if the cabinet is connected to a forced ventilation system).
- ☐ Verify that external ventilation components, such as ducting, are properly connected and intact.
- ☐ If equipped with a recirculation box, inspect the carbon filter for cleanliness and replace it if necessary (at least quarterly).
- ☐ Ensure ventilation labels (“Cabinet not connected to forced ventilation” if applicable) are affixed and visible.

## 5. Interior Condition

- ☐ Check for any signs of leakage, spills, or corrosion inside the cabinet.
- ☐ Ensure that shelves are properly installed and secure.
- ☐ Verify that the shelves are not overloaded and are within the rated weight capacity.
- ☐ Inspect perforated shelves for any blockage that might prevent proper air circulation.
- ☐ Ensure no flammable or incompatible materials are stored together inside the cabinet.
- ☐ Verify that damaged or leaking items are stored in appropriate containers or removed from the cabinet.

## 6. Fire Safety

- ☐ Ensure the cabinet is located in a safe area, with no sources of ignition within a 6-foot radius.
- ☐ Verify that fire extinguishers are located near the cabinet and are rated for electrical or chemical fires.
- ☐ Check that fire suppression systems (if installed) are operational and free of obstruction.
- ☐ Ensure that fire detection systems (e.g., smoke detectors) are installed in or near the cabinet and are functioning correctly.
- ☐ Verify that emergency procedures for fire and other incidents are clearly posted near the cabinet.



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## 7. Electrical and Mechanical Components

- ☐ Inspect all electrical connections and wiring for signs of wear or damage.
- ☐ Ensure that electrical cables are not frayed or exposed.
- ☐ Verify that any power strips or charging stations connected to the cabinet are operational and not overloaded.
- ☐ Test the electrical functionality of installed components such as fans, alarms, or lights.
- ☐ Ensure all moving parts (e.g., hinges, locks) are lubricated and free from obstruction.

## 8. Documentation and Labeling

- ☐ Verify that safety data sheets (SDS) for all stored materials are available and up to date.
- ☐ Ensure that all stored items are properly labeled with contents and hazard classification.
- ☐ Confirm that maintenance logs are up to date, including records of repairs, filter changes, and inspections.
- ☐ Ensure that emergency contact information is posted near the cabinet and easily accessible.

## 9. Spare Parts and Repairs

- ☐ Check the availability of spare parts (e.g., door seals, filters) in case of emergency repairs.
- ☐ Record any required repairs or replacements.
- ☐ Ensure repairs are completed promptly and document any actions taken.

## 10. Additional Comments or Concerns:

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Inspector Signature: \_\_\_\_\_

Date: \_\_\_\_\_

