

Oxford Houses of Virginia
House Safety/Operations Inspection Checklist

Oxford House - _____

Date: _____

Person Completing Inspection: _____

Signature: _____

House Coordinator HSC Rep/Chapter Offc. Outreach Worker

Area	Satisfactory	Unsatisfactory	If Unsatisfactory, Describe Plan for Resolution (including follow-up inspection date)	Additional Notes
Outside				
Gutters in good working order, clear of debris				
Front/back yards, driveway, walkways well-maintained/cleaned				
Front/back porches/decks well-maintained/cleaned, outdoor furniture only				
All cigarette receptacles clean, properly used, and no cigarette butts discarded outside receptacles				
Trash/recycling cans area clean and well maintained				
Inside				
House generally clean, including walls and rugs				
Baseboards, blinds and ceiling fans free of dust and dirt				
Air duct filters replaced regularly				
Bedrooms free of clutter, trash and generally well-maintained				
No water leaks in or around bathrooms or under cabinets				
No mold on walls or ceilings				
Stairwells in good order, railings secure				
Fire Safety				
Fire escape plan posted				
Outlets not overloaded				
A smoke detector in each bedroom and floor				
A fire extinguisher in or near any kitchen and on each floor, tested annually				
Second story houses must have fire escape ladders				
Absolutely no smoking/vaping, candles, incense or other fire hazards				
Carbon monoxide detectors if necessary				
Light fixtures in good repair				
Medication/Overdose Safety				
Members' prescription medications secured in personal lockboxes				
Naloxone (overdose reversal) medication accessible to all members and members instructed on use				
House Financial/General Operations				
All binders and records in good order				
House checkbook appropriately secured				
Money order dropbox secured and in use				
Bank statements available for review, monthly audits properly conducted and filed				
Central cork/dry-erase board for house business				