

Parking lot inspection checklist

Risk Control services
from Liberty Mutual Insurance



_____	_____
<i>Date of inspection</i>	<i>Time</i>

<i>Reviewer name</i>	
_____	_____
<i>Management signature</i>	<i>Date</i>

This checklist is designed to help identify potential hazards during a parking lot inspection and can help you develop an action plan for improvement.

As a general rule, perform a weekly inspection and document findings that represent higher-risk conditions. More frequent inspections may be needed depending on your findings, needed repairs, and follow up.

Instructions

Evaluate each element. Answer Yes, if the visual inspection confirms the situation to be okay; No, if the inspection identifies a situation needing corrective action; or Does not apply if the situation is not applicable.

After the inspection, assess the No items to identify improvement opportunities. Discuss unsatisfactory responses with your safety management team to determine an agreeable solution.

Use the Comments section to document needed actions.

Carts

Shopping basket corrals are clearly marked.

Yes No Does not apply

Corrals are well maintained, including constant snow and ice removal.

Yes No Does not apply

Comments

Entrance/exits

Entrance/exit features are ADA compliant.

Yes No Does not apply

Entrances/exits are kept free of obstacles.

Yes No Does not apply

Tire deflation devices (*spike strips*) are well maintained and well marked.

Yes No Does not apply

Foliage, signs, etc., do not give intruders protection or impede sight lines when entering, exiting, or navigating.

Yes No Does not apply

Entrance gates are tested for safe working conditions.

Yes No Does not apply

If gates are automatic, there are warning signs/safety closure sensors.

Yes No Does not apply

Gate closure safety shutoff is tested frequently to ensure working condition.

Yes No Does not apply

Comments

Housekeeping

Good housekeeping is maintained throughout the lot and adjacent features (e.g., benches, pavilions, plant basins, trash receptacles, etc.).

Yes No Does not apply

Fire and traffic lanes are kept clear of cars and obstacles.

Yes No Does not apply

Storm water drain covers/grates have high-visibility paint.

Yes No Does not apply

Drain covers/grates are flush with surrounding pavement and do not pose a trip or fall hazard.

Yes No Does not apply

Comments

Lighting

Parking lot and perimeter lights are in good condition and turn on at dusk.

Yes No Does not apply

All areas of the parking lot, including walks and building perimeter are well lit.

Yes No Does not apply

Lighting timers are checked and lights tested during evening hours.

Yes No Does not apply

Lighting over steps and stairs is in good condition.

Yes No Does not apply

Comments

Lot markings/signage

Parking blocks are anchored to the pavement, maintained properly, and clearly marked with high visibility paint, preferably safety yellow.

Yes No Does not apply

All parking lot striping, pedestrian crosswalks, traffic directions, and curb warnings are easily visible and well maintained.

Yes No Does not apply

Curb cuts, wheelchair ramps, and shopping cart ramps are well differentiated.

Yes No Does not apply

Stanchions, lighting posts, and other uprights are clearly marked with high visibility paint.

Yes No Does not apply

Traffic signage is well placed, in good repair, stable, and presents no hazards.

Yes No Does not apply

Special areas (e.g., *pick-up/delivery, access routes*) are controlled with lines or directional arrows that are well marked and prominent.

Yes No Does not apply

Signs, utility poles, cash meters, power transformers, fire hydrants, etc., are well marked and protected.

Yes No Does not apply

Comments

Pavement condition

There are no potholes or cracked paving in the parking lot or sidewalks.

Yes No Does not apply

Comments

Railings

Guard rails, fences, and handrails are stable, well maintained, and structurally sound.

Yes No Does not apply

Comments

Security

Perimeter security, such as fencing, is maintained in good condition.

Yes No Does not apply

Emergency panic alarms and communication systems are highly visible and tested.

Yes No Does not apply

Cashier booths have 360-degree visibility.

Yes No Does not apply

Cashier booths have communication means to summon central dispatch or patrols anytime day or night.

Yes No Does not apply

Roaming security force reports on suspicious vehicles, packages, or related peculiarities.

Yes No Does not apply

Protocol dictates that security contact local emergency authorities as needed.

Yes No Does not apply

Security has two-way communications with someone staffed at central location onsite or with remote dispatch unit.

Yes No Does not apply

Security follows written policy for handling or assisting motorists who have parked vehicles on the lot (e.g., *locked keys in car, jumps*).

Yes No Does not apply

If portable heaters are used in cashier booths, working CO detectors are used.

Yes No Does not apply

Employees who empty cash from self-pay kiosks follow standard operating procedures.

Yes No Does not apply

Comments

Stairs/steps

Stair treads are kept clean, in good repair, and have nonslip surface.

Yes No Does not apply

Stairs have handrails where warranted.

Yes No Does not apply

Steps at building entrances and exits are free of slip and fall hazards (*snow, ice, grease, water, etc.*).

Yes No Does not apply

Comments

Snow and ice

Snow shoveling frequency at entryway and sidewalks is completed before building occupants and guests arrive, and then periodically as conditions warrant.

Yes No Does not apply

Snowplowing frequency for the parking lot is appropriate for conditions.

Yes No Does not apply

Comments

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Valet services

A protocol exists to pre-inspect vehicles before parking.

Yes No Does not apply

Inspections are documented on ticket.

Yes No Does not apply

Installed cameras that provide a good pan of areas are used.

Yes No Does not apply

Offsite surveillance is used to monitor cameras.

Yes No Does not apply

Standard operating procedures are in place to address vehicle damage.

Yes No Does not apply

Special protocols exist to address oversized vehicles or those with dual-back tires (e.g., parked in special area, off site or prohibited).

Yes No Does not apply

Vehicle keys for valet-parked vehicles are stored in secured/lockable area.

Yes No Does not apply

Comments



The illustrations, instructions, and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. Our risk control services are advisory only. We assume no responsibility for: managing or controlling customer safety activities, implementing any recommended corrective measures, or identifying all potential hazards.

No attempt has been made to interpret any referenced codes, standards, or regulations. Please refer to the appropriate government authority for interpretation or clarification.

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