

Safeguarding storage bins

ANNUAL CONCRETE GRAIN STORAGE CHECKLIST



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ASSET FILE FOLDER

The following information should be collected and verified for each concrete structure at the property and stored in a centralized location:

Date of Construction

USDA Bin Designation Chart

Vendors

- General Contractor _____
 - Purchase Agreement _____
 - Concrete Engineer _____
 - Concrete Contractor _____
 - Warranty _____
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Plans

- Foundation Plans _____
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Operations

- Bin Owners/Operators Manual _____
 - Written operational procedures for bin loading _____
 - Written operational procedures for fan operations _____
 - Written operational procedures for bin unloading including clean-out procedures _____
 - Written maintenance procedures for structure _____
 - Written lock-out-tag-out procedures _____
 - Written bin entry procedure _____
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Inspections

- Photo documentation of bin during construction _____
 - Initial inspection report prior to filling _____
 - Annual inspection reports of bin with photos _____
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Maintenance

- Record of maintenance conducted _____
 - Date _____
 - Activity _____
 - Contractor _____
 - Photos _____



INITIAL INSPECTION PRIOR TO FILING

The following information should be collected and verified for each concrete structure prior to filling for the first time:

Date of Inspection

- Foundation**
- Verify foundation dimensions match design drawings _____
 - Identify and document any foundation cracks _____
 - Verify water flows away from the foundation _____

- Walls**
- Identify and document any wall cracks _____

- Roof**
- Water drains properly _____

- Openings**
- Man access doors properly secured _____
 - Side draws locked _____

- Equipment**
- Operate all the following equipment:
- Grain Aeration Fans _____
 - Exhaust Fans _____
 - Sumps / Slide Gates _____
 - Reclaim Conveyor _____
 - Power Distributor _____
 - Sweep Auger _____
 - Side Draw Gates _____
 - Bucket Elevator _____
 - Safety Devices _____
 - Bearing Temperature _____
 - Belt Alignment _____
 - Speed Sensors _____
 - Fill System _____
 - Manlift _____

- Training**
- Provide training for grain handling employees on proper loading of structure and any special requirements for first time filling of structure _____
 - Provide training for grain handling employees on proper unloading of structure _____



ANNUAL INSPECTION AT CLEAN OUT

The following information should be collected and verified for each concrete structure at the time it is emptied each year:

Date of Inspection

- Foundation**
- Identify and document any foundation cracks _____
 - Verify water flows away from the foundation _____
 - Verify foundation is level _____

- Walls**
- Check walls for cracks - measure and photograph _____
 - Identify and initiate repairs of any exposed rebar _____

- Roof**
- Check the bin roof for leaks _____

- Openings**
- Inspect reclaim tunnel for cracks especially around openings _____
 - Inspect openings of overhead bins for cracking _____

- Equipment**
- Operate all the following equipment:
- Grain Aeration Fans _____
 - Exhaust Fans _____
 - Sumps / Slide Gates _____
 - Reclaim Conveyor _____
 - Power Distributor _____
 - Sweep Auger _____
 - Side Draw Gates _____
 - Bucket Elevator _____
 - Safety Devices _____
 - Bearing Temperature _____
 - Belt Alignment _____
 - Speed Sensors _____
 - Fill System _____
 - Manlift _____

- Training**
- Provide annual refresher training for grain handling employees on proper loading and proper unloading structure _____
 - Provide annual refresher training on lock-out-tag-out procedure _____
 - Provide annual refresher training for bin entry procedure _____

- Record any maintenance activities conducted**
- Date _____
 - Activity _____
 - Contractor _____
 - Photos _____

- Miscellaneous**
- Document the condition of the structure and foundation - review and photograph _____



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