

# Inspection checklist

	Yes	No	N/A	Comments
<b>Walking Surfaces</b>				
1. Aisles are clear of clutter				
2. No tripping hazards are present				
3. Floors are even (no holes or cracks)				
4. Carpets and rugs are secure				
5. Floors are dry and not slippery				
<b>Bookcases, Shelves, and Cabinets</b>				
1. Shelves are sturdy and in good repair				
2. Shelves are not overloaded				
3. Heavy storage cabinets, bookcases and file cabinets are secured from tipping				
4. File cabinet/desk drawers are closed when not in use and only one cabinet drawer is open at a time				
<b>Electrical Hazards</b>				
1. All extension cords are 3-wire type and in good condition with no splices or broken insulation				
2. Extension cords are secured and do not form a trip hazard				
3. Only one extension cord is used – cords are not plugged into each other				
4. Equipment power cords are in good condition with no splices or broken insulation				
5. Plugs are in good condition with no exposed wires				
6. Wall outlet covers are in place				
7. Circuits are not overloaded with too many things plugged in at once				
<b>Storage Areas</b>				
1. Adequate lighting is in place				

	Yes	No	N/A	Comments
2. No storage within 18 inches of sprinkler heads				
3. Step ladders provided for high storage areas				
<b>Fire Prevention</b>				
1. Fire extinguishers have inspection tags with inspection dates in the last year				
2. Emergency exits are not blocked				
3. Emergency exits are marked and exit signs are lit up				
4. Good housekeeping is kept with excess paper, boxes, and trash removed				
5. Students know emergency procedures				
6. A fire emergency sign is posted in each classroom with directions about how to exit the building in case of fire				
<b>Classroom Furniture &amp; Equipment</b>				
1. Desks/tables are in good condition				
2. Chairs are in good condition				
3. Audio/visual equipment (e.g. TVs, screens) are on stable surfaces and cannot tip over				
<b>Lighting/Windows/Ceiling</b>				
1. Ceiling fixtures are in good working order with no burned out or flickering bulbs				
2. Windows are clean and in good repair				
3. Blinds/curtains are in good working order				
4. Ceiling tiles are in place and in good condition				

**Date:**

**Inspection performed by:**

**Room Number:**