

Inspection checklist

Walking Surfaces	Yes	No	N/A	Comments
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				

Bookcases, Shelves, and Cabinets	Yes	No	N/A	Comments
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				

Electrical Hazards	Yes	No	N/A	Comments
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				

Electrical Hazards	Yes	No	N/A	Comments
7. Circuits are not overloaded with too many things plugged in at once				

Storage Areas	Yes	No	N/A	Comments
1. Adequate lighting is in place				
2. No storage within 18 inches of sprinkler heads				
3. Step ladders provided for high storage areas				

Fire Prevention	Yes	No	N/A	Comments
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				

Classroom Furniture & Equipment	Yes	No	N/A	Comments
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				

Lighting/Windows/Ceiling	Yes	No	N/A	Comments
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: