

CLASSROOM INSPECTION PROGRAM

Building/Classroom _____

Date _____

1. Lights are operating properly Y ___ N ___ N/A ___
2. All light panels are present Y ___ N ___ N/A ___
3. Light panels are secured in place Y ___ N ___ N/A ___
4. Ceiling tiles are in place Y ___ N ___ N/A ___
5. Ceiling tiles are in good condition Y ___ N ___ N/A ___
6. Ceiling tiles are free of water marks Y ___ N ___ N/A ___
7. Doors are operating properly Y ___ N ___ N/A ___
8. Area is free of tripping hazards Y ___ N ___ N/A ___
9. Carpet is free of tripping hazards Y ___ N ___ N/A ___
10. Electric outlets are in good condition Y ___ N ___ N/A ___
11. Electric outlet cover plates are secured in place Y ___ N ___ N/A ___
12. Electric outlets are adequate Y ___ N ___ N/A ___
13. Extension cords are being used Y ___ N ___ N/A ___
14. Blackboard is secured in place Y ___ N ___ N/A ___
15. Blackboard operates smoothly Y ___ N ___ N/A ___
16. Projection screen is in good shape Y ___ N ___ N/A ___
17. Projection screen motor operates smoothly Y ___ N ___ N/A ___

- 18. Bulletin board is secured in place Y ___ N ___ N/A ___
- 19. Bulletin board is free of excessive materials Y ___ N ___ N/A ___
- 20. Air conditioner vents are clean Y ___ N ___ N/A ___
- 21. *Chairs are in good condition Y ___ N ___ N/A ___
- 22. *Tables and desks are in good condition Y ___ N ___ N/A ___
- 23. Walls are free of holes or openings Y ___ N ___ N/A ___
- 24. Air conditioner control plate is secured in place Y ___ N ___ N/A ___
- 25. Emergency exits are clearly marked Y ___ N ___ N/A ___
- 26. Signs and teaching materials are secured in place Y ___ N ___ N/A ___
- 27. Maximum seating capacity sign is posted Y ___ N ___ N/A ___
- 28. Number of seats in room _____
- 29. No Food/No Drink sign is posted Y ___ N ___ N/A ___
- 30. Location is free of musty or unpleasant odor Y ___ N ___ N/A ___
- 31. Smoke detector is present Y ___ N ___ N/A ___
- 32. Fire alarm siren is present Y ___ N ___ N/A ___
- 33. There is clear access into and from the location Y ___ N ___ N/A ___

** Tables, chairs and furniture in poor condition must be tagged at the time of inspection.*

Comments: _____

Inspected by: _____

Initials: _____