

# Meeting Room Safety Inspection Checklist

- The scope of this safety inspection form is designed to assist facility operations personnel in identifying unsafe conditions.
- The checklist is to be completed at the beginning of each semester as directed by the district's policy.
- Please complete this form and forward the original to the Site/Department Supervisor.
- Keep a copy for 1 year plus the current year.
- Follow-up on the status of corrective actions and work orders monthly.
- List each item requiring correction in the REMARKS section and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE.

Inspector	Date	Location/Area
	Circle One	Comments
Items over 5 feet in height are properly anchored	Y N n/a	
Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards	Y N n/a	
Aisles, walkways, and work areas are free of trip and fall hazards (i.e. torn carpets, turned up edges of door mats, boxes etc.)	Y N n/a	
Exit paths are free of materials/furniture at all times	Y N n/a	
All areas are adequately illuminated	Y N n/a	
Storage and equipment rooms are neat and orderly	Y N n/a	
Work and storage areas are free of improper storage (e.g., heavy, high and/or unstable storage)	Y N n/a	
36" clearance is maintained in front of all electrical panels	Y N n/a	
Step stools or ladders are readily available for reaching high places.	Y N n/a	
The alarm and intercom systems are operable.	Y N n/a	
Portable fire extinguishers are adequate, charged, pins secure, mounted and tags current	Y N n/a	
Fire extinguishers are accessible (i.e., unblocked)	Y N n/a	
Electrical receptacles are in good working condition	Y N n/a	
Do chairs have any loose casters? Are all rungs and legs sturdy?	Y N n/a Y N n/a	
Are there any sharp edges, points, burns, or splinters on standard furniture in room	Y N n/a	
Are all tools in their proper places?	Y N n/a	

Are sharp tools stored point/blade down?	Y N n/a	
Do all doors function properly?	Y N n/a	
Does all door panic hardware function properly?	Y N n/a	
Are evacuation routes clearly posted?	Y N n/a	
Are all exit signs clearly visible and lit?	Y N n/a	
Portable furniture is stored on proper carts in a secure manner?	Y N n/a	
Portable furniture is stored so that it is not a fall hazard?	Y N n/a	
Fabric stage, wall, and window coverings are in good repair?	Y N n/a	
Fabric stage, wall, and window coverings do not present a trip, catch, or fire hazard?	Y N n/a	
Are storage cabinets organized such that heavy items are stored in the lower and middle shelves?	Y N n/a	
Are floor surfaces clean? Dry? Free of Debris or tools?	Y N n/a	
Is there adequate walking space approaching exits?	Y N n/a	

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