

General Storage Rooms Inspection Form

School/Room # :	Date:
Inspected By:	

Risk Level: 1. High 2. Medium 3. Low

Refer to Inspection Form Information for specific detail.					
Check the Following	Satisfactory	Unsatisfactory	*Risk Level 1,2,3.	Comment (If additional space is required, attach information to this document)	Corrective Action (Record work order No. if submitted)
Flooring					
Lighting					
Housekeeping					
• Cleanliness					
• Storage of Materials and Equipment					
• Entrance/Exit Door					
Appropriate Usage					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

Principal Review and Sign Off		
Name:	Signature:	Date:

Principal / Vice Principal (circle one)

- **NOTE:** Management Review and Sign Off must be at least one level higher than the person completing the inspection.

General Storage Rooms Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate.

Housekeeping

- Cleanliness
 - Unnecessary clutter which creates a tripping hazard.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odors).
 - No obvious hygiene problems.
- Storage of Materials and Equipment
 - Shelving units appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Safe and secure storage of any hazardous products.
- Entrance/Exit Door
 - Clear of obstructions.
 - Doors open and close properly.

Appropriate Usage

- Is the space being used for the purpose it was designed? If not, is the current usage safe and appropriate for the space.

Other

- Please include any additional items as required.