

## Drama Room/Theatre 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					
Electrical Outlets					
Furniture and Equipment					
Partitions/Dividing Walls/Curtains					
Emergency Signage					
Windows					
Mechanical					
Hazardous Chemicals					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
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.

## **Drama Room/Theatre Inspection Form Information**

### **Flooring**

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

### **Lighting**

- Light fixtures operational and have no loose parts (including stage lighting).
- Light switches working, stage light system in good working order.
- Lighting level adequate for the majority of tasks performed in area.

### **Electrical Outlets**

- Plates and receptacles intact.
- Outlets functional.

### **Furniture and Equipment**

- No broken or loose parts which may create a hazard.
- Risers (if present) in good repair.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Sound system in good working order.

### **Partitions/Dividing Walls/Curtains**

- Stable and not a falling hazard.
- Do not block exits or impede evacuation.

### **Emergency Signage**

- Fire exit route map posted and visible.
- Emergency exits identified with appropriate signage.

### **Windows**

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

### **Hazardous Chemicals**

- Inventory list is current.
- MSDS readily available and current (no more than three years old).
- Safe and secure storage.
- Proper labeling.

### **Mechanical**

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.

### **Housekeeping**

- Cleanliness
  - Unnecessary clutter which does not provide safe access.
  - 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
  - Items safely and appropriately stored.
  - Cupboards are reasonably organized.
  - No unused and unnecessary materials in room.
  - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars
  - Circuits not overloaded.
  - Use of cords is not creating a tripping or fire hazard.
  - Extension cords are grounded and in good repair.
  - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles
  - In place and in good condition.
  - Not painted or covered in combustible material.
  - No items hanging from ceilings.
- Entrance/Exit Door
  - Clear of any obstructions.
  - Not decorated with combustible materials.
  - Doors open and close properly.
- Walls
  - Only 40% or less of wall surfaces can be covered in combustible materials.
  - Bulletin/white boards secure on walls.
  - Free of damage that may be creating a hazard.

**Other**

- Please include any additional items as required.