

## Office Area/Staffroom/Workroom/Infirmary 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					
Roll Down Shutters					
Emergency Signage					
Windows					
Mechanical					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
• Plants/animals					
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.

### **Office Area/Staffroom/Workroom/Infirmary 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.
- Light switches working.
- 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.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Required First Aid kit and supplies located in Infirmary.

#### **Roll Down Shutters**

- Operational and in good repair.

#### **Emergency Signage**

- Fire exit route map posted and visible.
- List of trained first aiders posted beside First Aid kit in Infirmary.

#### **Windows**

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

#### **Mechanical**

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

#### **Housekeeping**

- Cleanliness
  - Unnecessary clutter which does not provide adequate work space.
  - 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 and filing cabinets are appropriately used (i.e., not overloaded).
  - 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.
- Plants/Animals
  - Must not be creating a hygiene or biological hazard.
  - Scheduled cleaning and maintenance program.
  - Appropriate for school (i.e., allergies, infection concerns).

**Other**

- Please include any additional items as required.