

Classroom 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					
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.

Classroom 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.
- Secondary lighting, if necessary, available and functional.

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.

Partitions/Dividing Walls

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

Emergency Signage

- Fire exit route map posted and visible.

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.

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 and storage rooms 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 classroom (i.e., allergies, infection concerns).

Other

- Please include any additional items as required.