

Gym/Change Rooms/Weight Room/Gym Storage Rooms Inspection Form

School:	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					
Dividing Walls/ Curtains					
Emergency Signage/Equipment					
Windows					
Fixtures					
Mechanical					
Bleachers					
Weight Room Procedures					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• 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.

Gym/Change Rooms/Weight Room/Gym Storage Rooms Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or lifting pieces of hardwood.
 - Protruding anchors, plates or covers.
 - Uneven flooring.

Lighting

- Light fixtures operational and guards in place.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets

- Plates and receptacles intact.
- Outlets functional.

Dividing Walls/Curtains

- Stable and not a falling hazard.
- Operational and in good repair.

Emergency Signage/Equipment

- Fire exit route map posted and visible.
- First Aid kit present and list of First Aiders posted.

Windows

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

Fixtures

- Plumbing fixtures and stall partitions in change rooms in good repair.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Ventilation (ceiling) fans operational and guards in place.

Bleachers

- Free of broken or loose parts which may create a hazard.
- Operation – can be moved in and out without problems.

Weight Room Procedures

- Rules posted regarding safe and appropriate use of equipment and weights.

Housekeeping

- Cleanliness
 - Floor area and parameters of gym are clear and free of obstructions.
 - Unnecessary clutter in storage areas 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, especially in areas such as change rooms and P.E. office areas.
- Storage of Materials and Equipment
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely, securely and appropriately stored.

- Cupboards are reasonably organized.
 - No unnecessary materials stored in areas such as stages and storage rooms.
- 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.