



REGULAR & PORTABLE CLASSROOMS CHECKLIST



STANDARD CLASSROOMS

GENERAL	YES	NO
Do windows open easily and stay open according to their design?	<input type="checkbox"/>	<input type="checkbox"/>
Is air quality, temperature and ventilation acceptable to meet applicable standards? Concerns may be determined by conversation with the teacher in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>
Are ventilation and heating ducts kept unobstructed by books, paper etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are ceiling tiles in place, unbroken and with no sign of mould formation?	<input type="checkbox"/>	<input type="checkbox"/>
Are the ceiling, walls and floor free from water leaks?	<input type="checkbox"/>	<input type="checkbox"/>
Are floor tiles or carpeting securely fastened to reduce trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors free from slips, trips and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are audio-visual screens and maps securely suspended using fittings designed for that purpose?	<input type="checkbox"/>	<input type="checkbox"/>
Are shelves or shelving units firmly anchored to the wall? Storage of all items should follow the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.	<input type="checkbox"/>	<input type="checkbox"/>
Are step stools or small ladders available for accessing stored items from high shelves?	<input type="checkbox"/>	<input type="checkbox"/>
Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?	<input type="checkbox"/>	<input type="checkbox"/>
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?	<input type="checkbox"/>	<input type="checkbox"/>
Are there First Aid stations and trained First Aiders available? Does all staff know where the stations are located and are the trained staff locations identified?	<input type="checkbox"/>	<input type="checkbox"/>



Is there an asbestos management program, and does all staff know where the asbestos log is kept in the school. YES NO

FIRE SAFETY

Are legible fire exit and route signs in appropriate locations? YES NO

Is there a Fire Safety Plan and is the teacher aware of the content and location of the Plan? YES NO

Are ceilings or exit doors free of combustible material such as artwork, posters, paper etc.? YES NO

As a guideline, no more than 20% of the total wall surface (include boards, cupboards, windows, etc.) to be covered with combustible materials. YES NO

Where there is an exit door is there a clear path through the classroom furniture? As a rule of thumb, the width of the clear path should be the same as the width of the door(s). YES NO

ELECTRICAL

Are CSA or Electrical Safety Authority approval labels on all electrical equipment? YES NO

Are there ground pins on three wire electrical plugs? YES NO

Are electrical outlets, cover plates and wall switches secure and undamaged? YES NO

Are extension cords three wire, in good condition and used for temporary purposes only? YES NO

Are multi-use cords equipped with power bars? YES NO

PORTABLE CLASSROOMS

All items on checklist for Standard Classrooms apply with the following additions: YES NO

Are the exterior siding, soffits and eaves including eaves troughs where applicable, in good condition? YES NO

Is the area around and under the portable well-drained with no standing water? YES NO

Are steps and porch surfaces in good repair with suitable anti-slip materials on the surfaces? YES NO

Are the guardrails and hand railings installed and secure? YES NO

Is snow and ice removed at both doorways and the approaches to the doorways? YES NO

Is the electrical service mast in good repair and meter socket enclosed? YES NO

Is exterior lighting operating and adequate? YES NO

Are wall panels intact with no exposed fiberglass insulation? YES NO

Are there signs of mould growth on wall panels or ceiling, particularly near windows or areas of past water leakage? YES NO



Is the exhaust fan functioning including shutters? Where electric heaters are installed, they must be kept free of combustible objects (e.g. clothing, paper, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
In portables built after 1990, are heating and ventilation units functioning and grilles kept clear of books and papers?	<input type="checkbox"/>	<input type="checkbox"/>
Is an intercom or other method of communication with the main building in operating condition?	<input type="checkbox"/>	<input type="checkbox"/>