

# Appendix A: Classroom Inspection Checklist

Redwoods Community College District  
**Classroom Inspection Checklist**

**Responsible Person:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Department:** \_\_\_\_\_

Fall Semester \_\_\_\_\_

**Building/Room:** \_\_\_\_\_

Spring Semester \_\_\_\_\_

*As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic **self-inspections** of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. Risk Management recommends that departments conduct semi-annual self inspections.*

**Check whether this Room is in compliance With each item listed.**

<input type="checkbox"/>	<b>YES</b> This is a requirement for this room and is in compliance
<input type="checkbox"/>	<b>NO</b> This is a requirement for this room, but is NOT in compliance during this self-audit.
<input type="checkbox"/>	<b>N/A</b> This is not applicable in this room OR this is not applicable at time of inspection.

**In Compliance?**  
 YES NO N/A

**Notes/ Date Corrected**

**A. REQUIRED RECORDKEEPING**

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. All employees in this lab/ room have current safety training	_____
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**B. Housekeeping Practices**

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1. Exit paths are always clear to allow for unobstructed exiting in an emergency	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2. Emergency eye washes and drench showers have been checked within the last month and documented	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. The classroom is kept clean and tidy	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Fire extinguishers are present, unobstructed, and have been checked monthly and annually, and appropriate employees have been trained on how to use them	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	5. Storage cabinets, book shelves and file cabinets above 5 feet in height are properly anchored to the studs in the wall	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	6. Hazardous materials are stored in a secure location	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7. Emergency evacuation plans are hanging up by the designated exit doorway for easy reference	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	8. Heavy boxes and materials are not stored on top of storage cabinets (empty boxes are OK)	_____
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	9. Walking surfaces are clear of tripping hazards (cords, backpacks, boxes, sweaters, jackets, etc.)	_____

\_\_\_\_\_  
 Signature of Person Performing Self- Inspection

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Date