

Rental Hall Safety Checklist

FACILITY NAME _____

This checklist may be used for pre-event and periodic inspections

Date: _____ **Time:** _____ **Inspector Name:** _____

#	Needs Work	O K	N/A	Write line # and comments on back for all <u>“Needs Work”</u> items
Exterior Building Conditions				
1				Exterior stairs and ramps are unobstructed.
2				Handrails are in good condition
3				Exterior doors locks, latches and automatic closers work.
4				Exterior lighting adequate on lots and walkways. All lights working.
5				Grounds, lots, and walkways in good condition and free of slip and trip hazards.
6				Check if <input type="checkbox"/> snow shoveled; <input type="checkbox"/> salt / sand spread
7				Controls for ice, or potential for ice, are in place and adequate.
8				Smoking & non-smoking areas posted. Receptacles provided and empty.
Interior Areas & Housekeeping Conditions				
9				Walk-off mats provided by entrance doors. Mats in good condition.
10				EXIT lights are lit. Push EXIT lights test buttons. All remained lit.
11				Hall Occupancy Load and other safety rules posted.
12				Emergency lights: Push test button. All worked properly.
13				Decorations do not obstruct or obscure exit doors / signs
14				Excessive decorations do not present fire hazard. If needed, fire permit acquired.
15				Room set-up does not obstruct or obscure egress routes.
16				Hall floor clean, dry, and free of slip and trip hazards.
17				Carpets, mats, dance floors, etc. are free of trip hazards.
18				Stairs are well lit & provided with hand rails., Treads are in good condition
19				Elevator occupancy load and inspection certificate posted.
Electrical Hazards				
20				Outlets and junction boxes covered.
21				Extension cords are not excessive and in good condition.
22				36 inches clearance maintained in front of electrical panels
23				Light fixtures protected (guard, cages, etc.) from contact
Kitchen / Food Preparation Areas				
24				Current Sanitation Inspection certificate posted
25				Power cords & cables properly secured and in good condition.
26				Floors & aisles clean; slip, trip & fall hazards eliminated
27				Cooking appliances & hood clean of excessive grease and debris.
28				Ice machine clean
29				Refrigerator at proper temperature. Spoiled food removed.
30				Food preparation counters, tables, etc. clean and sanitized.
Fire Detection / Suppression				
31				Fire alarm and/or detection system is functional and inspected annually
32				Fire sprinkler system functional. Gauges, valves, etc. in proper ranges, I-T-M annually
33				Fire extinguisher serviced annually & inspected monthly (sign rear of tags)
34				Kitchen hood clean and suppression system properly serviced.