**UBC Department of Materials Engineering Semi-annual safety inspection**

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| **E. Classrooms and Lecture Halls** | | | | | |
| Building / area(s) inspected: | | | | | |
| Inspector(s): | | Date: | | | |
| **Item #** | **Emergency Equipment and Procedures** | | **Y** | **N** | **N/A** |
| E-1 | Is emergency contact information – including the building’s street address – clearly posted in the immediate area? | |  |  |  |
| E-2 | Are doorways, walkways and evacuation routes clear, are at least 2 feet / 60 cm wide? | |  |  |  |
| E-3 | Are illuminated emergency exit signs visible and functional? | |  |  |  |
| E-4 | Are fire extinguishers readily accessible, unobstructed and inspected within the last year? Is signage present (if not extinguisher clearly visible)? | |  |  |  |
| E-5 | Are fire-alarm pull-stations accessible and unobstructed? | |  |  |  |
| E-6 | Are emergency exit doors unobstructed and functional? | |  |  |  |
| **Item #** | **Rooms** | | **Y** | **N** | **N/A** |
| E-7 | Is the room is clean and tidy? | |  |  |  |
| E-8 | Are floor surfaces maintained in a safe condition, with no slipping / tripping hazards? | |  |  |  |
| E-9 | Are walls and ceilings safe and in good condition? | |  |  |  |
| E-10 | Are steps/stairs/ramps in a safe condition with non-slip surface, and secure handrails where needed? | |  |  |  |
| E-11 | Are doors, windows, locks and latches in good condition and in working order? | |  |  |  |
| E-12 | Is the room comfortable? Not too hot or too cold? | |  |  |  |
| E-13 | Is there adequate lighting (no more than 20% of lights burned out)? | |  |  |  |
| **Item #** | **Furniture, Fixtures and Fittings** | | **Y** | **N** | **N/A** |
| E-14 | Is all furniture in good condition? | |  |  |  |
| E-15 | Are light fittings and general fixtures in good condition and in working order? | |  |  |  |
| E-16 | Are there overhead hazards? Is all AV / lighting equipment securely mounted? | |  |  |  |
| **Item #** | **Other** | | **Y** | **N** | **N/A** |
| E-17 | Other issues: | |  |  |  |
| **Item #** | **Section / Site Inspection Notes** | | | | |
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