# **MTRL Semi-Annual Classroom and Lecture Hall Inspection**

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| **Building name and Room Number:** |  |
| **Name(s) of Inspector(s):** |  |
| **Date:** |  |

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| **Emergency Equipment and Procedures** | **Y** | **N** | **N/A** |
| 1. Is emergency contact information – including the building’s street address – clearly posted in the immediate area? |  |  |  |
| 1. Are doorways, walkways and evacuation routes clear, are at least 2 feet / 60 cm wide? |  |  |  |
| 1. Are illuminated emergency exit signs visible and functional? |  |  |  |
| 1. Are fire extinguishers readily accessible, unobstructed, charged and inspected within the last year? Is signage present (if not clearly visible)? |  |  |  |
| 1. Are fire-alarm pull-stations accessible and unobstructed? |  |  |  |
| 1. Are emergency exit doors unobstructed and functional? |  |  |  |
| **Rooms** | **Y** | **N** | **N/A** |
| 1. Is the room is clean and tidy? |  |  |  |
| 1. Are floor surfaces maintained in a safe condition, with no slipping / tripping hazards? |  |  |  |
| 1. Are walls and ceilings safe and in good condition? |  |  |  |
| 1. Are steps/stairs/ramps in a safe condition with non-slip surface, and secure handrails where needed? |  |  |  |
| 1. Are doors, windows, locks and latches in good condition and in working order? |  |  |  |
| 1. Is the room comfortable? Not too hot or too cold? |  |  |  |
| 1. Is there adequate lighting (no more than 20% of lights burned out)? |  |  |  |
| 1. Is all furniture in good condition? |  |  |  |
| 1. Are light fittings and general fixtures in good condition and in working order? |  |  |  |
| 1. Is all AV / lighting equipment securely mounted? |  |  |  |
| **Additional Comments** | | | |
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