

(APPENDIX H)

(Name of Organization)

Facilities Inspection Checklist

Check if operational	Inspected Item	If corrections are needed, date to be completed	Comments (including date when the correction was made)
	Exit signs are posted at each exit and easily visible		
	All outside lights are operational		
	All hallways are cleared of objects		
	No space heaters on premises		
	Flashlights are operational		
	First Aid kits are fully stocked		
	All fire extinguishers are fully charged		
	Smoke detectors are operational		
	Exit map(s) posted		
	HVAC filters are clean		

Signature

Date of inspection