

General Lounge Area Inspection Checklist

- ☐ Are floors and walking surfaces clean, dry and in good condition?
- ☐ Are lounge areas free from dirt and debris?
- ☐ Is furniture and equipment free of sharp edges and in good condition?
- ☐ Are access and egresses unobstructed?
- ☐ Is lighting adequate and in working order? (Exception: some lights may be out intentionally for comfort)
- ☐ Are there any missing light lens covers and/or ceiling tiles?
- ☐ Are there any improperly installed/broken/loose/out of place light lens covers or ceiling tiles?
- ☐ Are ceiling tiles free from water and/or rust stains and/or excessive dirt?
- ☐ Are walls, floor, ceiling and/or floor coverings in good condition?
- ☐ Is the carpeting in good condition and not badly worn or torn?
- ☐ Are wall-mounted cabinets, stand-alone bookcases and wall-mounted shelves secured to building surfaces to prevent their falling over?
- ☐ Are extension cords being used as a permanent remedy due to a lack of electrical outlets? (If more outlets are required, contact Facilities Help Desk and place a service request).
- ☐ Are cords and plugs in good condition?
- ☐ Are doors, walls, ceilings or carpets free of electrical cords?
- ☐ Are there any multi-outlet strips plugged into other multi-outlet strips? Or any extension cords plugged into other extension cords?
- ☐ Do electrical devices show any signs of overheating? (i.e. cords or equipment should not be hot to the touch)
- ☐ Is there any excessive storage of combustible materials? (e.g. paper, wood)