Indoor Environment Checklist

Week Term Year

Item	Person	M	T	W	Th	F	Comments
Daily							
Safety plugs and electric outlets covered							
Toilets Cleaned							
Soap Dispensers are working							
Cleaning supplies/ poisons out of reach							
Classroom furniture in good repair							
No broken resources							
No spills, wet areas							
Windows all intact							
Blind cords are fixed to the wall							
Fire hydrants and egress areas clear							
Telephone in working order							
Weekly							
Supplies checked: gloves, tissues, paper towels							
First Aid bag checked							
Self-locking feature of gate intact							
Lights in working order							
Monthly							
Auto injectors (Epipens) and asthma metered dose and inhalers checked including expiry dates							
Other							