**FACILITIES INSPECTION CHECKLIST**

|  |  |
| --- | --- |
| **Date:** |       |

This Facilities Inspection Checklist has been developed to ensure that the College’s facilities are maintained in good repair. Please provide information related to each item shown below. If the item does not need any attention, check “Working”; if it needs repair, check “Needs Repair”; and if the room doesn’t contain a specific item, check “Not Present”. Where applicable, describe items for clarification. Dean/Director/Supervisor will request that the checklist be submitted semiannually, or as needed, and will forward them to the appropriate service area(s) of responsibility. This checklist does not eliminate the need to submit routine maintenance work order requests.

|  |  |  |  |
| --- | --- | --- | --- |
| **Building:** |       |  |       |
| **Room #:** |       |  | **Submitted By** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FACILITY** | **WORKING** | **NEEDS****REPAIR** | **NOT****PRESENT** | **NOT****APPLICABLE** |
| Boards:  |  |  |  |  |
|  – Bulletin | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Chalk | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Dry erase | [ ]  | [ ]  | [ ]  | [ ]  |
| Ceiling – appearance/cleanliness/water damage, describe:      | [ ]  | [ ]  | [ ]  | [ ]  |
| Chairs | [ ]  | [ ]  | [ ]  | [ ]  |
| Desks | [ ]  | [ ]  | [ ]  | [ ]  |
| Door | [ ]  | [ ]  | [ ]  | [ ]  |
| Door Lock | [ ]  | [ ]  | [ ]  | [ ]  |
| Floors – appearance/cleanliness, describe:      | [ ]  | [ ]  | [ ]  | [ ]  |
| Furniture (not including desk, chairs, tables) | [ ]  | [ ]  | [ ]  | [ ]  |
| Lighting (overhead) | [ ]  | [ ]  | [ ]  | [ ]  |
| Paint | [ ]  | [ ]  | [ ]  | [ ]  |
| Tables | [ ]  | [ ]  | [ ]  | [ ]  |
| Walls – cleanliness/holes/water damage, describe:      | [ ]  | [ ]  | [ ]  | [ ]  |
| Windows | [ ]  | [ ]  | [ ]  | [ ]  |
| Other, please describe:       | [ ]  | [ ]  | [ ]  | [ ]  |
| **MEDIA** | **WORKING** | **NEEDS****REPAIR** | **NOT****PRESENT** | **NOT****APPLICABLE** |
| DVD Player | [ ]  | [ ]  | [ ]  | [ ]  |
| ELMO | [ ]  | [ ]  | [ ]  | [ ]  |
| Equipment – list and describe problem(s):      | [ ]  | [ ]  | [ ]  | [ ]  |
| Projector: |  |  |  |  |
|  – i3D | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Overhead | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Screen | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Video | [ ]  | [ ]  | [ ]  | [ ]  |
| Remote Control |  |  |  |  |
|  – TV/Flat Panel | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Projector | [ ]  | [ ]  | [ ]  | [ ]  |
| Television |  |  |  |  |
|  – Flat Panel DVD Combo | [ ]  | [ ]  | [ ]  | [ ]  |
|  – TV/VCR Combo | [ ]  | [ ]  | [ ]  | [ ]  |
| Other, please describe:       | [ ]  | [ ]  | [ ]  | [ ]  |
| **MIS (see the “Media” section above for projector issues.)** | **WORKING** | **NEEDS****REPAIR** | **NOT****PRESENT** | **NOT****APPLICABLE** |
| Computer:  |  |  |  |  |
|  – For Classroom  | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Internet Connection | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Keyboard | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Monitor | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Mouse | [ ]  | [ ]  | [ ]  | [ ]  |
|  – Speakers | [ ]  | [ ]  | [ ]  | [ ]  |
| Other, please describe:      | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |       |  |       |  | FORWARDED TO: **[ ]  PLANT OPERATIONS** **[ ]  MEDIA SVCS** **[ ]  MIS****CC: VP for Administrative Services** |
|  | **Dean/Director/Supervisor** |  | **Date** |  |