

**13.2.4 Family Studies Classroom Inspection**

<b>Item to be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Are legible fire exits and route signs easily seen by all?			
Are ceiling and exit doors free of combustible materials such as art-work, posters, paper, etc? As a guideline, no more than 20% of the total wall surface (including boards, cupboards, windows, etc.) to be covered with combustible materials.			
Where there is an exit door is there a clear path through classroom furniture? As a rule of thumb, the width of the clear path should be the same width as the door(s).			
Are CSA approval labels on all electrical equipment?			
Are electrical outlets, cover plates and wall switches secure and undamaged?			
Are extension cords, in good condition and used for temporary purposes only?			
Are multi-use cords equipped with power bars?			
Do windows open easily and stay open according to their design?			
Are air quality, temperature and ventilation acceptable to meet applicable standards? Concern may be determined by conversation with occupants of the classroom?			
Are ventilation and heating ducts kept unobstructed by books, paper, etc.?			
Are ceiling tiles in place, unbroken and with no sign of mold formation?			
Are the ceiling, walls and floor free of water leaks?			
Are floor tiles or carpeting securely fastened to reduce trip hazards?			

Item to be Inspected	Safe	Unsafe	Action
Are shelves or shelving units firmly anchored to the wall? Storage of all items should follow the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.			
Are step stools or small ladders available for accessing stored items on high shelves?			
Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
Are First Aid trained stations and attendees available?			

**Kitchen Area**

Are all major and minor appliances in good condition and maintained on a regular basis?			
Is the local exhaust ventilation (where installed) operating with filters and is the under-hood are clean?			
Are pot holders/mitts accessible in cooking technology area?			
Is a fire extinguisher secured to wall with an inspection tag indicating visual inspection within the last month?			
Is the area around and above stoves or stove hoods kept free from combustible materials?			
Are all containers clearly labeled?			
Are knives stored safely and cutting surfaces maintained to prevent contamination?			

**Sewing Area**

Are sewing machines mechanically fit with power cords and plugs in good repair?			
Are the mechanics and cords arranged so as not to create a trip hazard?			

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**Laundry Area**

Are all containers labeled? Cleaning materials containing controlled substances should have original labels or WHMIS workplace labels.			
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