

Boardroom (Meeting Room) Inspection Checklist

- Is furniture and equipment fully functional and in good condition?
- Are blinds and curtains fully functional and in good condition?
- Are access and egresses unobstructed?
- Are refuse containers provided and emptied?
- Are room occupancy limits and safe seating arrangements posted?
- Does the chair count stay within the room's occupancy limit?
- 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 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, etc.)