

13.2.3 Portable Classroom Inspection

Item to be Inspected	Safe	Unsafe	Action
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?			
Is 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?			
Are the exterior siding, eaves, including eaves troughs, where applicable, in good condition?			
Is the area around and under the portable well drained with no standing water?			
Are steps and porch surfaces in good repair with suitable anti-slip materials on the surfaces?			
Are guardrails and hand railings installed and secure?			
Is snow and ice removed at both doorways and the approaches to the doorways?			
Is the electrical service mast in good repair and meter socket enclosed?			
Is exterior lighting operating and adequate?			
Are wall panels intact with no exposed fiberglass insulation?			
Are there signs of mould growth on wall panels or ceilings, particularly near windows or areas of past water leakage?			
Is the exhaust fan functioning including shutters? Where electrical heaters are installed, they must be kept free of combustible objects (e.g. clothing, paper, etc.)?			
Item to be Inspected	Safe	Unsafe	Action

In portables built after 1990, are heating and ventilation units functioning and grilles kept clear of books and paper?			
Is an intercom or other method of communication with the main building in operating condition?			