

**13.2.5 Auditorium 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? 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?			

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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?			

**Auditorium**

Are there accessible fire extinguishers (CO <sub>2</sub> or dry chemical type) wall-mounted in appropriate areas such as in stage wings?			
Is overhead lighting above the stage, or supplying the stage, wired permanently; i.e. not using extension cords?			
Do all lighting control panels have CSA approval?			
Do overhead floodlights or spotlights have safety chains or wires securing them to the overhead frame?			
Are the seats in good condition?			
Are auditorium steps in good condition, particularly on the stair edge to eliminate trip hazards? If there is a metal or plastic nosing on the steps, it should be checked to ensure it is secure.			
Do backstage mezzanine and steps leading to the mezzanine area have a guardrail and handrail?			

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<b>Item to be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Are tables and chairs arranged to provide clear aisles for emergency exit?			