

APPENDIX 14: QUARTERLY INSPECTION REPORT FORM

QUARTERLY INSPECTION REPORT

Date of Inspection: \_\_\_\_\_ Location: \_\_\_\_\_  
 Inspection by: \_\_\_\_\_

<b>LOCATION: BACK OFFICE</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Exit – clearly marked
		Emergency Binder – up to date information
		Desks – in good working order
		Electrical Cords
		Floor – clean and in good repair
		Windows – free from mould and cracks
		Exit Door – clear to exit
		Door – lock in good working order
		Ceiling Tiles – clean and secure
		Photocopier – in good working order
		Air Conditioner – in good working order
		Shelving over 4 feet secured to the wall
		Shelves are free from clutter
		Desk Hutches free from clutter – nothing stored on top
		Chairs in good repair
		Garbage Cans – clean & tidy
		Lights & switches – in good working order

<b>LOCATION: CARLENE'S OFFICE</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Exit – clearly marked
		Emergency Binder – up to date information
		Desks – in good working order
		Electrical Cords
		Floor – clean and in good repair
		Windows – free from mould and cracks
		Exit Door – clear to exit
		Door – lock in good working order
		Ceiling Tiles – clean and secure
		Shelving over 4 feet secured to the wall
		Chair in good repair
		Lights & switches in good working order

<b>LOCATION: WENDY-SUE'S OFFICE</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – good working order
		Desk – in good working order
		Electrical Cords – in good repair
		Floor – clean and in good repair
		Windows – free from mould and cracks
		Ceiling Tiles – clean and secure
		Chair - in good repair
		Lights & switches - in good working order

<b>LOCATION: PROGRAM ROOM #1</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Tables – in good working order
		Electrical Cords – in good repair
		Floor – clean and in good repair
		Floor – free from clutter
		Windows – free from mould and cracks
		Ceiling Tiles – clean and secure
		Cupboard Doors – attached & in good working order
		Cupboards - top free & clear from clutter
		Chairs – in good repair
		Lights & switches - in good working order
		TV - in good working order
		Laptops - in good working order
		Fan – in good working order
		Sink & taps – in good working order
		Paper towel holder – fastened securely to the wall
		Soap Dispenser – fastened securely to the wall
		White Board – stored appropriately preventing any tripping hazards
		Counter top ovens – in good working order
		Shelves (cubie by bathroom) – items stored securely

<b>LOCATION: QUIET AREA</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Tables – in good working repair
		Electrical Cords
		Floor – clean and in good repair
		Floor – free from clutter
		Windows – free from mould and cracks
		Ceiling Tiles – clean and secure
		Couch in good repair
		Music instruments free & clear from clutter
		Chairs – in good repair
		Lights & switches in good working order

**LOCATION: PROGRAM ROOM #2**

Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Tables – in good working repair
		Electrical Cords - in good repair
		Floor – clean and in good repair
		Floor – free from clutter
		Windows – free from mould and cracks
		Ceiling Tiles – clean and secure
		Cupboard Doors – attached & in good working order
		Cupboards - top free & clear from clutter
		Chairs – in good repair
		Lights & switches - in good working order
		TV in good working order
		Laptops in good working order
		Emergency Lighting - operational

<b>LOCATION: KITCHEN AREA #1</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Refrigerator – tidy & clear from clutter
		Counter – clean & free from clutter
		Electrical Cords
		Floor – clean and in good repair
		Floor – free from clutter
		Windows – free from mould and cracks
		Ceiling Tiles – clean and secure
		Cupboard Doors – attached & in good working order
		Cupboards - top free & clear from clutter
		Cupboards – inside – clean & tidy
		Microwave – clean & in good repair
		Coffee Maker – clean & in good repair
		Kettle – clean & good repair
		Lights & switches in good working order
		Deep Fryer – clean & in good repair
		Stove top burner – clean & good repair
		Frying pans – clean & good repair
		BBQ – clean & good repair
		Garbage can – clean & tidy
		Paper towel Dispenser - secure
		Soap Dispenser - secure

<b>LOCATION: KITCHEN AREA #2</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Refrigerator – tidy & clear from clutter
		Counter – clean & free from clutter
		Electrical Cords
		Floor – clean and in good repair
		Floor – free from clutter
		Windows – free from mould and cracks
		Ceiling Tiles – clean and secure
		Cupboard Doors – attached & in good working order
		Cupboards - top free & clear from clutter
		Cupboards – inside – clean & tidy
		Microwave – clean & in good repair
		Coffee Maker – clean & in good repair
		Kettle – clean & good repair
		Lights & switches - in good working order
		Stove top burner – clean & good repair
		Frying pans – clean & good repair
		Garbage can – clean & tidy
		Counter top Oven – clean & in good working order
		Paper towel Dispenser - secure
		Soap Dispenser - secure

<b>LOCATION: BATHROOM #1</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Taps & Sink in good working order
		Floor – clean and in good repair
		Floor – free from clutter
		Ceiling Tiles – clean and secure
		Cupboard Doors – attached & in good working order
		Toilet - in good working order
		Lights & switches - in good working order
		Medical gloves – stored in cupboard
		Garbage Can – clean & tidy
		Door Lock – in good working order

<b>LOCATION: BATHROOM #2</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Taps & Sink - in good working order
		Floor – clean and in good repair
		Floor – free from clutter
		Ceiling Tiles – clean and secure
		Cupboards – clean & tidy
		Cupboard Doors – attached & in good working order
		Toilet - in good working order
		Lights & switches - in good working order
		Medical gloves – stored in cupboard
		Garbage Can – clean & tidy
		Door Lock – in good working order
		Cleaners – stored properly
		MSDS Sheets – up to date
		Assist rail - secure

<b>LOCATION: CITIZEN OFFICE</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Desks – in good repair
		Floor – clean and in good repair
		Floor – free from clutter
		Ceiling Tiles – clean and secure
		Upper Cupboards – clear & free of clutter
		Upper Cupboards - secure
		Lights & switches - in good working order
		Door Lock – in good working order

<b>LOCATION: MEETING ROOM</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Desk – in good working order
		Electrical Cords
		Floor – clean and in good repair
		Ceiling Tiles – clean and secure
		Chairs - in good repair
		Lights & switches - in good working order
		White board - secure on the wall

<b>LOCATION: RECEPTION</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Desk – in good working order
		Computer in good working order
		Electrical Cords – in good repair
		Floor – clean and in good repair
		Ceiling Tiles – clean and secure
		Chairs - in good repair
		Lights & switches - in good working order
		Cabinets - secure to the wall
		Photocopier - in good working repair
		Fire extinguisher – fully charged & checked annually
		First Aid Kit – checked regularly
		Medical Gloves – available for the staff
		Emergency Binder – up to date information
		Exit – clearly marked
		Grab & Go First Aid Kit – checked regularly
		Doorway – clear & free from clutter
		Door lock – is in good working order
		Air Conditioner – in good working order
		Flashlights

<b>LOCATION: OUTSIDE BUILDING</b>		
Satisfactory	Requires Addressing	Specifics
		Doorways - clear & free from clutter
		Walkway – clear & free from clutter
		Steps – clear & free from clutter
		Walls – in good repair
		Overhang – in good repair
		Lights – in good working order
		Ramp – clear & free from clutter

<b>LOCATION: BACK HALLWAY</b>		
Satisfactory	Requires Addressing	Specifics
		Smoke Detector – in good working order
		Floor – clean and in good repair
		Floor – free from clutter
		Ceiling Tiles – clean and secure
		Shelf – securely attached to the wall
		Lights & switches - in good working order
		Garbage Can – clean & tidy
		Emergency Lighting – in good working order
		Fire Extinguisher – fully charged & checked annually

