

Gym/Sport Facilities Checklist

I.	Coaches Facilities:	YES/NO/NA
	All offices adhere to housekeeping criteria (everything in its place).	
	All obsolete paper and equipment disposed of.	
	All Coaches desk free of obsolete paperwork and debris.	
	All Coaches desk free of excess drinking and eating containers.	
	All Coaches microwaves and refrigerators cleaned and checked for expired items.	
	All Coaches computer wiring properly arranged so as not to be a trip or electrical hazard.	
	All Coaches personal items and clothing properly stored in lockers.	
	All Coaches shower facilities in good housekeeping order.	
	All electrical receptacles in working order.	
	All required steroid postings in place.	
II.	Student Shower Facilities:	
	All showers properly working.	
	All floor drain covers in place.	
	All exit and/or emergency lighting working.	
	All ventilation/fan systems properly working.	
	All items off of floor when not in use.	
	All electrical receptacles in working order.	
III.	Locker Facilities:	
	All lockers in working condition.	
	All benches in working condition.	
	All lighting properly working.	
	All ventilation/fan systems properly working.	
	All exit lights and/or emergency lighting working.	
	No debris/thrown items hanging from ceilings.	
	All items off of floor when not in use.	
	All electrical receptacles in working order.	
IV.	Weight Rooms:	
	All mirrors free of cracks.	
	All equipment free of breaks and fractures.	
	All equipment requiring floor bolting are bolted.	
	All lighting properly working.	
	All ventilation/fan systems properly working.	
	All exit lights and/or emergency lighting working.	
	All weights in place when not in use.	
	All electrical receptacles in working order.	
V.	Gymnasium:	
	All lights and fans shielded.	
	All exit and/or emergency lighting working and shielded.	
	All bleacher systems properly working (bleachers and handrails in good shape).	
	All goal back walls padded.	
	All electrical receptacles in working order.	
VI.	Washer /Dryer Rooms:	
	All items not related to washroom removed.	
	All items around equipment or discarded on floors removed.	
	All wash chemicals in designated area.	
	All boiler rooms free of any storage not related to boiler equipment.	
	All electrical connections to equipment in working order and free of hazards.	
	All electrical receptacles in working order and GFCI.	

	All ventilation/fan systems properly working.	
VII.	Storage Rooms:	
	All have order and good housekeeping.	
	All items in a designated location.	
	All equipment properly stored.	
	All electrical receptacles in working order.	
VIII.	Field Houses:	
	All have order and good housekeeping.	
	All items in a designated location.	
	All equipment properly stored.	
	All electrical receptacles in working order.	
IX.	Field Sprinkler Systems:	
	All in working condition.	
X.	Playing Fields:	
	All dugouts and bench areas free of hazards.	
	All field gates in working and locking order.	
	All seating areas free of hazards (broken seating, questionable rusted/broken supports).	
	All lighting mast free of visible and potential hazards.	
	All electrical receptacles in working order.	
XI.	Concession Stands	
	All have order and good housekeeping.	
	All items stored in respective cabinets.	
	All cooking equipment cleaned after each use.	
	All electrical receptacles within 6 feet of water source are GFCI.	
	Extinguish in place with signage.	
XII.	Trainer Rooms:	
	All have order and good housekeeping.	
	All items in a designated location.	
	All equipment properly maintained and stored.	
	All electrical receptacles in working order.	
	All required postings posted.	
	All free of trip hazards.	
XIII.	Other Requirements	
	All rooms, offices, storage areas must have clear path of entry and exit.	
	All extension cords can only be used on a temporary basis only and must be disconnected after each use.	
	All lighting must be turned off when not in use.	
	All receptacles within 6 feet of a water source (sink, wash basin, shower), must be GFCI.	
	All fire sprinkler head systems must have 18 inch clearance.	
	All ceiling lighting must have 18 inch clearance of stacking.	
	All custodial items must be kept in respective custodial closets.	
	All ADA lighting (strobe lights) must be functional.	
	This checklist is a working document and will be revised as scenarios evolve.	
	This check list is not all inclusive of equipment and hazards in your environment and thus must be monitored by all respective employees as professionals. All hazards must be corrected or reported immediately.	