



Facilities Inspection Checklist

Name of inspector: _____ Date of inspection: _____

Name and location of facility: _____

Note: This form is an incomplete checklist provided as an example. Use it to develop a checklist specific to your facilities.

Facility Condition

Circle Y (yes) if the facility is in good condition or N (no) if something needs to be done to make it acceptable. In the space provided, note what needs to be done.

Gymnasium

- | | |
|---|--|
| Y N Floor (water spots, buckling, loose sections) | Y N Mats (clean, properly stored, no defects) |
| Y N Walls (vandalism free) | Y N Uprights or projections |
| Y N Lights (all functioning) | Y N Wall plugs (covered) |
| Y N Windows (secure) | Y N Light switches (all functioning) |
| Y N Roof (adverse impact of weather) | Y N Heating or cooling system (temperature control) |
| Y N Stairs (well lighted) | Y N Ducts, radiators, and pipes |
| Y N Bleachers (support structure sound) | Y N Thermostats |
| Y N Exits (lights working) | Y N Fire alarms (regularly checked) |
| Y N Basketball rims (level, securely attached) | Y N Directions posted for evacuating the gym in case of fire |
| Y N Basketball backboards (no cracks, clean) | Y N Fire extinguishers (regularly checked) |

Other (list): _____

Locker rooms

- | | |
|-------------|-----------------------------|
| Y N Floor | Y N Benches |
| Y N Walls | Y N Lockers |
| Y N Lights | Y N Exits |
| Y N Windows | Y N Water fountains |
| Y N Roof | Y N Toilets |
| Y N Showers | Y N Athletic trainer's room |
| Y N Drains | |

Other (list): _____





Field or outside playing area

- | | |
|----------------------|---------------------|
| Y N Stands | Y N Sprinklers |
| Y N Pitching mound | Y N Garbage |
| Y N Dugouts | Y N Security fences |
| Y N Track and fences | Y N Water fountain |
| Y N Sidelines | Y N Storage sheds |

Other (list): _____

Pool

- | | |
|---|---|
| Y N Equipment in good repair | Y N Chemicals safely stored |
| Y N Sanitary | Y N Regulations and safety rules posted |
| Y N Slipperiness on decks and diving board controlled | |

Lighting—adequate visibility

- | | |
|---|---|
| Y N No glare | Y N Light switches properly grounded |
| Y N Penetrates to bottom of pool | Y N Has emergency generator to back up regular power source |
| Y N Exit light in good repair | |
| Y N Halls and locker rooms meet code requirements | |

Exits—accessible and secure

- | | |
|---------------------------|-------------------------------------|
| Y N Adequate size, number | Y N No obstacles or debris |
| Y N Self-closing doors | Y N Office and storage rooms locked |
| Y N Self-locking doors | |
| Y N Striker plates secure | |

Ring buoys

- | | |
|----------------------|-------------------------|
| Y N 20-inch diameter | Y N 50-foot rope length |
|----------------------|-------------------------|

Guard chairs

- | | |
|-----------------------|---------------------------------------|
| Y N Unobstructed view | Y N Tall enough to see bottom of pool |
|-----------------------|---------------------------------------|

Safety line at break point in the pool grade (deep end)

- | | |
|-------------------------|-------------------|
| Y N Bright color floats | Y N 3/4-inch rope |
|-------------------------|-------------------|

First aid kit

- | |
|---|
| Y N Inventoried and replenished regularly |
|---|

Stretcher, two blankets, and spine board

- | |
|------------------------------------|
| Y N Inventoried and in good repair |
|------------------------------------|

Adapted from the *American Coaching Effectiveness Program Level 2 Sport Law Workbook*, Human Kinetics, pp 40-41, and © *Athletic Business Magazine* with permission.

(continued)





Track

Y N Throwing circles

Y N Fences

Y N Water fountain

Surface

Y N Free of debris

Y N Free of holes and bumps

Other (list): _____

Recommendations/observations: _____

