



# SAMPLE SAFETY CHECKLIST – GYMNASIUM FACILITIES

Each site is to develop a procedure for regular equipment inspections with appropriate follow-up procedures.

**SITE NAME:** \_\_\_\_\_

**INSPECTION DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**INSPECTED BY:** \_\_\_\_\_

*If you check “no” to any of the safety-related items listed below, follow-up action must be taken by reporting the deficiency to the Supervisor or equivalent.*

ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
<b>ADJUSTABLE STAGE</b>			
Rollers run smoothly			
Locking mechanism is secure			
<b>BASKETBALL BACKSTOP</b>			
Backboards are in good condition			
Cable and attachment from backboard to wall are secure			
Rims are attached and straight			
Hook and loop fastener strips on walls behind backboards are in good condition to properly hold mats			
Winch is not located directly below a wall-mounted backboard			



ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
Foam at base of backboard is attached			
Wall padding is securely attached			
Pulleys and cables are in good condition			
<b>BENCHES</b>			
Top and supports are free from cracks and splinters			
Benches are stable and not loose			
<b>BLEACHERS</b>			
Are secured to wall			
Seats and risers are free from cracks and splinters			
<b>CEILING</b>			
Tiles and panels are in place			
Lights, diffusers, fans, speakers and their guards are attached			
<b>CHANGE ROOMS</b>			
Are free of objects that create a potential hazard (e.g. tables, chairs, pianos)			
Floor provides safe traction			
Benches are free from cracks and splinters			
<b>CHINNING BARS AND PEGBOARDS</b>			
Attachment is secured to wall			
Adjustable parts are in good condition			
Peg holes and pegs are in good condition			
<b>CLIMBING WALLS – PERMANENT</b>			



ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
Guide wires are secure			
Wall anchors are secure			
Platforms are properly secured			
<b>ENTRANCE/EXITS</b>			
Are free of obstructions			
There are no doorknobs or protruding handles on gym side of door			
Doors open away from the gym area			
Exit signs are in working order			
<b>FLOORS</b>			
Are clean and dry			
Provide good traction			
Are clear of objects which may cause tripping/slipping			
Sockets are covered and flush with floor			
Plates are flush with the floor and in good condition			
<b>FOLDING DOORS, SUSPENDED CURTAIN</b>			
Switches or controls are working as designed			
Run smoothly			
Fabric is in good condition (check for rips and tears)			
Storage pocket is clean of equipment			
<b>GYMNASIUM SPACE</b>			
Is free of "stored" furniture, boxes, equipment along the perimeter walls and corners			

ITEM	YES	NO	FOLLOW UP/ACTION/NEXT STEPS
<b>ROPES</b>			
Are not frayed			
<b>STAIRS</b>			
Are clear of obstacles			
Treads are in good condition			
Railings are secure			
Are free of protruding nails, cracks and splinters			
<b>STORAGE ROOM</b>			
Floor is clean; walking area is clear of equipment			
Equipment is stored on designated shelves			
Volleyball/badminton poles are secured to prevent injuries from tripping and falling			
<b>WALLS</b>			
All outlets/switches/registers/etc. which pose a hazard must be padded or flush with wall surface			
Are free of protruding hooks, nails, etc.			
Protective wall mat covers are free of tears/wearing			
Hook and loop fastener strips are secured to the wall and in good condition			
There are covers on fire alarm stations			