

# Community Hall Inspection (1 of 2)

Name of Hall: \_\_\_\_\_

Location: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Program Areas	OK	Action Needed	Action Taken	Date Completed
Meeting Rooms				
Kitchen				
Bar Area				
Stage Area				
Gymnasium Area				
Attached Sports Equipment				
Other				

General	OK	Action Needed	Action Taken	Date Completed
Entrances / Sidewalks				
Stairs / Ramps				
Lobby Areas				
Restrooms				
Storage / Equipment Rooms				
Furnance Room				
Rugs / Mats				
Other				

## Community Hall Inspection (2 of 2)

Name of Hall: \_\_\_\_\_

Location: \_\_\_\_\_

Date Inspected: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Emergency	OK	Action Needed	Action Taken	Date Completed
Exits/ Exit Lights				
Emergency Lights				
Evacuation Procedures				
Fire Extinguishers				
Smoke/Heat Detectors				
Alarms				
Telephone: Working				
Telephone: Accessible				
Emergency Numbers				
First-Aid Kit				

Outside	OK	Action Needed	Action Taken	Date Completed
Sidewalks / Ramps				
Stairs				
Handrails				
Parking Lot				
Lighting				
Fencing				
Other				

Date: \_\_\_\_\_

Signature: \_\_\_\_\_