

CONVENTION CENTER INSPECTION CHECKLIST

GENERAL INFORMATION

Name: _____

Date: _____

Location: _____

Facility Exterior & Access

- Yes No — Main entrances and exits are clear and functional
- Yes No — Exterior signage and lighting are operational
- Yes No — Loading docks and service areas are unobstructed
- Yes No — Parking facilities and walkways are safe and clean

Interior Public Spaces

- Yes No — Lobby and registration areas are tidy and organized
- Yes No — Restrooms are clean and fully stocked with supplies
- Yes No — Flooring and carpets are free of trip hazards
- Yes No — Escalators and elevators are in working order

Exhibit Halls & Meeting Rooms

- Yes No — Lighting and HVAC systems are functioning correctly
- Yes No — Audio-visual equipment is tested and ready

Yes No — Electrical outlets and floor boxes are accessible

Yes No — Furniture and partitions are in good repair

Safety & Emergency Systems

Yes No — Fire extinguishers and alarms are visible and tagged

Yes No — Emergency exit signs are illuminated and clear

Yes No — First aid stations are accessible and equipped

Yes No — Security systems and cameras are operational

FINAL NOTES

Inspector Comments:

Inspector Name: _____

Inspector Email: _____

Inspection Date: _____

I confirm this inspection was completed accurately