

# MUSEUM & GALLERY SAFETY INSPECTION CHECKLIST

## GENERAL INFORMATION

Name: \_\_\_\_\_

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

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

### Fire Safety & Prevention

Yes  No — Fire extinguishers are charged and accessible

Yes  No — Smoke detectors and alarms are functional

Yes  No — Exit signs are illuminated and visible

Yes  No — Sprinkler heads are unobstructed and clean

### Public Access & Walkways

Yes  No — Floors are dry and free of trip hazards

Yes  No — Handrails and ramps are secure and stable

Yes  No — Emergency exits are clear of obstructions

Yes  No — Lighting levels are adequate for safe passage

### Exhibit & Artwork Security

Yes  No — Display cases are locked and secure

Yes  No — Wall-mounted items are firmly anchored

Yes  No — Barriers and stanchions are properly placed

Yes  No — Security cameras have clear lines of sight

### Storage & Staff Areas

Yes  No — Shelving units are stable and not overloaded

Yes  No — Hazardous materials are stored correctly

Yes  No — Staff walkways are clear of debris

Yes  No — Electrical panels are accessible and closed

### FINAL NOTES

Inspector Comments:

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Inspector Name: \_\_\_\_\_

Inspector Email: \_\_\_\_\_

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

I confirm this inspection was completed accurately