Office of Safety
3851 Campus Road, Stop 9031
Grand Forks, ND 58202

Minors Program – Facilities Checklist

The checklist noted below is designed as guidance for the program director to consider before the program starts. ***Not all items will be applicable in any given situation but do raise items to be considered and addressed where applicable.***

- ☐ Complete a walkthrough of the area(s) where the program will be held.
- ☐ Inspect flooring for damage and/or loose material.
- ☐ Inspect stairways for damage and/or loose runners/railings.
- ☐ Inspect furniture for damage and/or loose material.
- ☐ Inspect windows for damage and/or loose material.
- ☐ Inspect all equipment being used during the program to ensure equipment is in proper working condition.
- ☐ Ensure all authorized adults are trained and/or understand how to properly use the equipment for the program.
- ☐ Ensure all minors are trained and/or understand how to properly use the equipment being used during the program.
- ☐ Confirm all authorized adults are trained in what to do in the event of an emergency for each location the program will use.
- ☐ Confirm all authorized adults are trained where emergency exits are for each location the program will use.
- ☐ Inspect each location and determine the appropriate temperature (heat/cool) is established.
- ☐ Inspect program locations to ensure each are able to accommodate wheelchairs or other physical needs of Minors.
- ☐ Inspect lighting to make sure it will be sufficient for program.

Contact Risk Management if you would like to schedule a walk-through of the program location(s), prior to the start of your program (701.777.3341)