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|----------------------|---------------------------|
| <b>Document Name</b> | <b>Premises Checklist</b> |
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| <b>Version</b>       | 8.2022                    |
| <b>Revision Date</b> | 8.2025                    |

| <b>Training room facility checklist</b> |  |                |                                  |
|---|--|----------------|----------------------------------|
| <b>Item</b>                             | <b>Details</b>   | <b>Comment</b> | <b>Checklist<br/>Please tick</b> |
| <b>Room size</b>                        | There must be adequate space for each participant to both sit comfortably and have sufficient space when doing practical work  |                |                                  |
| <b>Lighting</b>                         | There must be adequate lighting provided   |                |                                  |
|   | When using multi-media, a means of providing shade from outside light is required  |                |                                  |
| <b>Heating/<br/>ventilation</b>         | For student comfort the room must be maintained at a comfortable temperature with a means of providing both heat and an ability to cool the room as needed<br>Both should be under the control of teaching faculty |                |                                  |
| <b>Toilets</b>                          | Ensure sufficient toilet facilities are available for male, female and disabled  |                |                                  |
| <b>Chairs &amp; desks</b>               | For theory sessions, desks must be provided for all students attending   |                |                                  |
|   | For theory and practical sessions, suitable chairs must be provided  |                |                                  |
|   | The instructor must check all desks and chairs to identify any faults and remove from service prior to course commencement   |                |                                  |
| <b>Multi-media</b>                      | A suitable projection surface must be available when using multi-media. This can consist of, but is not limited to, a plain white wall or permanent or temporary screen  |                |                                  |
| <b>Universal access</b>                 | Ensure adequate access and space for student with a disability   |                |                                  |
|   | Ensure access to all rooms and floors in use   |                |                                  |
|   | Ensure suitable toilet facilities are available  |                |                                  |
| <b>Emergency exits</b>                  | Ensure there are adequate emergency exits  |                |                                  |
|   | Ensure emergency exits are clearly marked  |                |                                  |
|   | Ensure emergency exits are not locked or have a clearly identifiable method of opening in an emergency   |                |                                  |
| <b>Catering</b>                         | Catering facilities/kitchen area on site   |                |                                  |
| <b>Parking</b>                          | Any parking arrangements including disabled parking  |                |                                  |
| <b>Public Transport</b>                 | List public transport options  |                |                                  |
| <b>Notes:</b>                           |  |                |                                  |

|                        |  |                  |  |
|------------------------|--|------------------|--|
| <b>Venue</b>           |  | <b>Date</b>      |  |
| <b>Instructor name</b> |  | <b>Signature</b> |  |