

Document Name	Premises Checklist
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Training room facility checklist			
Item	Details	Comment	Checklist Please tick
Room size	There must be adequate space for each participant to both sit comfortably and have sufficient space when doing practical work		
Lighting	There must be adequate lighting provided		
	When using multi-media, a means of providing shade from outside light is required		
Heating/ ventilation	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 Both should be under the control of teaching faculty		
Toilets	Ensure sufficient toilet facilities are available for male, female and disabled		
Chairs & desks	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		
Multi-media	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		
Universal access	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		
Emergency exits	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		
Catering	Catering facilities/kitchen area on site		
Parking	Any parking arrangements including disabled parking		
Public Transport	List public transport options		
Notes:			

Venue		Date	
Instructor name		Signature	