

# Smarter Barracks Living



## BARRACKS COMMON ROOM INSPECTION CHECKLIST



*Tape this to the back of a door, to ensure your always inspection - ready.*

### TV's/Electronics



- ☐ • Dust and clean screens
- ☐ • Cords hidden
- ☐ • If damaged report it
- ☐ • Make sure is off during inspection

### Vending Machines



- ☐ • Dust and clean glass
- ☐ • Call vendor if in needed
- ☐ • Check for wire/fire hazards

### Water Faucets/Fountain



- ☐ • Wipe down all of the surface areas
- ☐ • Sanitize with appropriate cleaners
- ☐ • Ensure its in working order

### Fire Extunguishers/Alarms



- ☐ • Ensure it works
- ☐ • Wipe down
- ☐ • Check if expired
- ☐ • Ensure safty plans are posted if your unit does this

### Trash/ Recycle Bins



- ☐ • Take out trash/recycle bin
- ☐ • Clean both outside and inside of bin
- ☐ • place a deodorizer if needed

### Shared Items - Chairs/Tables



- ☐ • Dusted and secured
- ☐ • Check for broken and replace if needed

### First Aid



- ☐ • Dust box and ensure it closes
- ☐ • Replace missing items
- ☐ • Replace expired items

### Clocks



- ☐ • Dust
- ☐ • Make sure it has batteries
- ☐ • Ensure correct time

### Exit Signs/Cameras

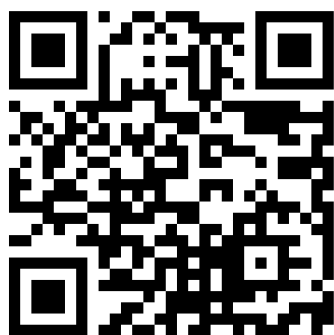


- ☐ • Dust
- ☐ • Report or replace if broken
- ☐ • Ensure they have power

### Unit Message Boards



- ☐ • Dust
- ☐ • Clean up clutter
- ☐ • Removed old informtaion
- ☐ • Ensure its up-to-date



Notes:

- \_\_\_\_\_
- \_\_\_\_\_



*Guides, tip and product recommendations  
to help you survive the barracks*

# Smarterbarracksliving.com