

LIBRARY/MEDIA CENTERS

Please ✓ each box once you have inspected that area and found no problems.
If there is a problem, circle it and contact your custodian and/or principal immediately.
Send the completed form to the Director of Property Services.

(B) Inspection of the library/media centers shall include the following:

- (1) There shall be no accumulation of dust, suspected mold or other material on books or shelves;
- (2) Televisions and heavy equipment that may pose a hazard by tipping or falling shall be securely anchored to a cart, wall or floor and shall be moved only by authorized personnel;
- (3) Shelving shall be secured according to *paragraph (A)(9) of rule 3701-54-07 of the Administrative Code*.

Free standing or mobile shelving shall not pose a tip-over hazard and shall be moved only by authorized personnel;

Building _____

Last Name of person
completing the inspection (please print): _____

Signature: _____ Date: _____