Name of Person Conducting Safety Audit	
Date of Safety Audit	

Business and Career Readiness/WBL Computer Labs		**Comments**
General Work Space		
1. Work stations appear neat and orderly.		The students' work areas should be neat, free of cords, dust, and anything that might interfere with the work space.
2. Computers free of dust and other debris.		Computers should be kept clean and free of dust. This not only promotes a healthier environment for students, but also extends the life of the machines.
3. Aisles, passageways, and corridors free of obstructions.		All aisles and passageways should be free of cords, books, boxes, and other obstructions.
4. Floors free of obstructions.		
5. All cords properly stored in trays or zip-tied.		All cords on desk areas should be in trays or zip-tied. Cords below students' desk areas should be zip-tied.
6. Electrical outlets free of obstruction, including backpacks and other student personal items.		Backpacks and other items should be stored away from electrical outlets.
7. Walls and storage areas clear of objects that might fall.		
8. Proper lighting in all work areas.		Proper lighting is essential in computer labs. Anti-glare lighting with direct/indirect light fixtures is highly recommended.