

POLICY: EBCC-E
Approved: September 26, 2005
Reviewed:
Revised:

ROOM SEARCH CHECKLIST

Date _____ Time Completed _____ Description or Room No. _____

- _____ 1. Open door slowly and carefully
- _____ 2. Floors and wastebaskets
- _____ 3. Chairs, tables, open shelves, cabinet tops, window sills
- _____ 4. Interior of cabinets, desks, file cabinets
- _____ 5. Closets
- _____ 6. Storage rooms
- _____ 7. Area above suspended ceiling
- _____ 8. Special areas such as:
 - _____ a. behind drapes or curtains
 - _____ b. among stored equipment or supplies
 - _____ c. under bleachers
 - _____ d. inside machinery
 - _____ e. inside vehicles
 - _____ f. in stoves or refrigerators