

GAME ROOM CHECKLIST

Date: _____ Time: _____

Employee(s): _____

DAILY/REGULARLY

- Exterior lighting installed over entrances/exits and walkways working properly
- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Floors level; no raised/broken tiles, curled carpets/mats, no electric cords in walkways, and no liquids (trip hazards)
- Room/area behind games clean/free of debris/trash
- Storage room doors posted "Employees Only"/"Not an Exit" and kept locked
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

WEEKLY/MONTHLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- GFCI outlets tested per NEC
- Circuit breaker boxes/thermostats locked if accessible to public
- EMERGENCY INFORMATION POSTED (telephone #'s, campground address, etc.)

ANNUALLY/BIANNUALLY

- NFPA approved fire extinguisher(s) in proper place(s)/fully charged/inspected and maintained per NFPA standards
- Entry/exit steps/ramps in good condition (built to building code) painted w/yellow stripes to call attention to them
- Exit signs installed over exit door(s)
- Machines have a ground prong and are plugged directly into grounded outlets (extension cords/multiple receptacle adaptors not used)
- All electrical outlets have protective faceplates installed
- Games in good condition; no chipped or broken glass tops; no frayed cords; no sharp edges
- Entry door identified as "Game Room" w/hours posted
- Refund policy posted
- Solid step or box for small child to stand on to reach the games; No milk crates/cinder blocks/rocks/folding chairs to be used
- Fluorescent lights covered or encased in plastic tubes to prevent shattering
- If room is video monitored cameras are out of reach of children

Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.

