

TRAINER'S Checklists

Room Inspection Checklist

Check box	Requirement
	Availability of air conditioner/ heating system
	Cooling /heating controls
	No seats behind pillars or visual obstructions
	The person in the last seat can clearly see the last line on the display screen
	Lock control to the doors (in case of more than 1 door)
	No bright/ dim light- mirror obstructions to you
	No bright /dim light – mirror obstructions to the audience
	Area for coffee breaks/ lunch is wide enough to fit all people
	Signs to training room
	Signs to elevator
	Signs to rest rooms
	Clean rest rooms
	Phone with an emergency dial in the training room
	Curtains (when necessary)
	Microphones (when necessary)
	Speakers (or alternative sound system)
	Comfortable Chairs
	Meeting table/ alternative attached to chair set
	Place for coffee/ hot drinks in the training room
	Lunch break area wide enough for people when necessary)
	Flip Chart
	Large Screen
	Data show
	Data show backup
	Lap top/ alternative PC
	Presenter's table
	Photocopying facility room
	Technician's room
	Photographer's location
	Coordinator's room