

School \_\_\_\_\_

Team Member(s) \_\_\_\_\_

Building Location \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ #Present \_\_\_\_\_

### Checklist: **DARK ROOM**

**INSTRUCTIONS:** Complete this Checklist, together with the Master Indoor Checklist when a room is used as a dedicated Dark Room or when photography is regularly taught in the room. It is suggested that the person(s) assigned to the area explain the kinds of projects taught in the room prior to the walk-through. Use of different materials will generate different environmental issues. Place a check mark in the appropriate column and explain each “Needs Attention” response.

|                                                            | Okay                     | Needs<br>Attention       | Comments |
|------------------------------------------------------------|--------------------------|--------------------------|----------|
| <b>Dark Room</b>                                           |                          |                          |          |
| 1. Students have been educated in the use of the Dark Room | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 2. No improperly used or stored electrical cords           | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 3. Equipment is not hot to the touch                       | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 4. Lights are not covered with paper                       | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 5. Room has separate exhaust system                        | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 6. Both in-take and out-take vents are present             | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 7. Eyewash station present and operational                 | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 8. Rubber coated aprons and tongs present                  | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 9. “In-use” indicator (eg light) present and operational   | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| 10. Safety procedures are prominently posted               | <input type="checkbox"/> | <input type="checkbox"/> | _____    |