*Note: This is a template. Delete this red text in your finished version. Before use, the text below must be adapted to the local conditions at the school. For instance, if your school has a large collection of chemicals and solutions, there may not be capacity to inspect all chemicals annually. In this case, we recommend a rotating inspection organized so that all chemicals and solutions are inspected on a regular basis, for example every three years.*

Routines for Periodic Inspections of the Science Facilities

*This document was last reviewed [date] by [name]*

## Purpose

The science or chemistry facilities need to be inspected at regular intervals. This routine lists the different types of inspection that should be performed and their frequencies, as well as how they should be documented. The checklists that are referred to can be found at [chesse.org/checklists-and-tools](https://chesse.org/checklists-and-tools).

## Inspection of the science/chemistry facilities

### At the beginning of each school year

* Inspect the science/chemistry facilities, fill out the **Checklist for science facilities** as documentation.
* Inspect stored chemicals and solutions, fill out the **Checklist for inspecting stored chemicals and solutions** as documentation.
* If there are deviations that need to be corrected, take the necessary measures to correct them or inform those responsible.
* Update the checklist when deviations are corrected.
* The completed checklists should be kept for documentation when all deviations have been corrected.

### At the beginning of each semester

* Inspect the safety equipment, fill out the **Checklist for safety equipment** as documentation.
* If there are deviations, take the necessary measures to correct them or inform those responsible.
* Update the checklist when deviations are corrected.
* The completed checklist should be kept for documentation when all deviations have been corrected.

### Fume hood/cupboard inspections

* Fume hoods and fume cupboards should be controlled with a strip of tissue paper before each use.Sign the **Checklist for fume hoods/cupboards** after each control as documentation.
* Once a year, order annual maintenance of fume cupboards and hoods. This is the responsibility of the person in charge of ventilation/technical installations. Annual maintenance is normally documented by a sticker on the fume cupboard/hood after inspection. In addition, inspection reports should be kept for documentation.

### Every five years

* Order inspection of ventilation in ventilated chemical cupboards. This is the responsibility of the person in charge of ventilation/technical installations. Use the inspection reports as documentation and to keep track of when inspection was performed the last time.