

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