Inspection Checklist of Off-Campus Instructional Sites

Physical Facilities and Resources

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| --- | --- | --- | --- |
| Site Name: |  | Date: |  |

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| FSCJ Off-Campus Instructional Site Committee | |
| Charles Johnson (Safety) | Julie Pactor (Library and Learning Commons) |
| Monica Brown (Faculty Senate) | Ron Smith (Information Technology) |
| Jerrett Dumouchel (SACSCOC Liaison) | Rich Turner (Academics) |
| Cameron Fansher (Facilities) | Greg Wurth (Continuing Workforce Education) |
| Angela Nickel (Student Services) | Lisa Ciardulli (Accreditation Coordinator) |

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| I. Off-Campus Instructional Site Contacts | | | |
| Functional Area | Name | Contact Information | |
| Person Completing Form |  | Phone |  |
| Email |  |
| Principal |  | Phone |  |
| Email |  |
| Information Technology |  | Phone |  |
| Email |  |
| Safety and Security |  | Phone |  |
| Email |  |
| Facilities Maintenance |  | Phone |  |
| Email |  |

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| II. FSCJ Courses to be Taught on Site | | | |
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| III. Classroom Resources for Students Taking FSCJ Classes | | |
| Classroom resources/materials available pertaining to courses taught (models, maps, telescopes, etc.) | |  |
| Additional Notes |  | |

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| IV. IT/Lab Resources for Students Taking FSCJ Classes | | | | |
| Number of computers available | |  | **Number of printers available** |  |
| Internet Speed | |  | **Computer operating system** |  |
| Other software provided | | |  | |
| Lab resources and materials available | | |  | |
| Additional Notes |  | | | |

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| V. Library Resources for Students Taking FSCJ courses | | | | |
| Is there a library on-site? | |  | If yes, operating hours |  |
| Is there a librarian on-site? | |  | If yes, contact info |  |
| **Is on-site tutoring available?** | |  | If yes, which subjects? |  |
| If no on-site library, where do students get library resources? | | | |  |
| How are student made aware of off-site library resources? | | | |  |
| How do you ensure that students know how to use these resources? | | | |  |
| Additional Notes |  | | | |

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| VI. Emergency Response/Security | | | |
| Service | | Service Provider | Notes |
| Fire emergency | |  |  |
| Fire alarm monitoring | |  |  |
| Law enforcement | |  |  |
| Emergency medical | |  |  |
| Security | |  |  |
| Additional Notes |  | | |

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| VII. Safety Inspections | | | |
| Item | | Last Service Inspection  List all dates as month/day/year | Responsible Party – Must be a licensed entity or business certified by a recognized accreditation agency acceptable to the AHJ or Florida Statutes. |
| Fire extinguishers | |  |  |
| Fire alarm system | |  |  |
| Fire sprinklers | |  |  |
| Kitchen cooking exhaust hoods | |  |  |
| Chemical fume hoods | |  |  |
| Last fire drill | |  |  |
| Additional Notes |  | | |

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| VIII. Student Support Services | |
| Describe how the following services are made available to students taking FSCJ classes and *how students are made aware* *of* the availability of these services. | |
| Advising |  |
| Financial Aid |  |
| Disability Services |  |
| Non-Academic Concerns |  |

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| **Adequacy of Off-Campus Instructional Site**  ***To be used by the FSCJ Off-Campus Site Committee Members*** | |
| **Area** | **Approved or Comments/Concerns** |
| Classroom Resources |  |
| IT/Lab Resources |  |
| Library |  |
| Security & Safety |  |
| Student Services |  |
| General Concerns |  |