

Safety Checklist

This resource contains several checklists for ensuring gaming equipment's continued safety and maintenance. Guidance on when and how to use each checklist is included below.



Safety Checklist

Perform this checklist before the start of any activities. Assign youth and teens to perform these tasks to teach responsibility and encourage them to take ownership of the space.

○ Ensure all consoles and TVs are properly plugged in at all points.

- Power connections to the console or TV are tight and secure.
- Consoles and TVs are plugged into a surge protector.
- Surge protectors are not overloaded.
- Surge protectors are plugged into an outlet.
- Outlets are not overloaded.

○ Remove dust and dirt.

- Consoles are dusted daily to prevent dust buildup, especially around the fan intakes.
- Shelves and other storage areas are dusted and cleaned.
- TVs are wiped down with electronic-safe sanitizing wipes.
- Visibly dirty equipment is removed and cleaned.
- All equipment and furniture are wiped down with sanitizing wipes as appropriate.

○ Protect physical access.

- Ensure walkways and aisles are clear of cables and other tripping hazards.
- TVs, desks, and other equipment have been adjusted to usable heights for all youth and teens, including those using wheelchairs or other assistive devices.

- Cables do not run across aisles or other paths of travel. (Cables that must run across the floor are taped down or covered to prevent tripping hazards and allow wheelchair and mobility aide access.)
- Cables are tied back and secured behind consoles, and are not left dangling or knotted. (Proper methods for securing cables include zip ties or Velcro straps. These should not be tied too tightly to prevent damage to the internal wiring.)

○ Determine that equipment is ready for use.

- Check charge levels of headsets, controllers and other accessories.
- Plug in devices or swap batteries to restore depleted charges.
- Controllers have no broken or missing buttons, faceplates, joysticks, or battery compartment covers.
- Wired headsets and controllers do not have frayed or twisted wires.
- Wires for headsets and controllers are wrapped or secured loosely to prevent damage to internal wiring.
- Wireless headsets do not have broken or missing earcups, headbands or microphones.
- Microphones are flipped up against the headset's headband (where applicable) to prevent damage.

○ Inspect gaming chairs and other furniture.

- Chairs have all wheels and armrests securely attached.
- Adjustable levers are functional and locked into position.
- Rips or tears in fabric covering are taped or patched.
- Legs on couches and chairs are sturdy and without damage.