



## Regulatory Compliance Division Facility Pre-Inspection Checklist

### **Classroom (excludes IIP):**

- The classroom must have the minimum **300** square footage required by the program rules. Only usable space can be counted. All program rules are available at [dds.georgia.gov](http://dds.georgia.gov).
- The classroom should be set up and ready for class. The arrangement should give the students the best possible learning environment.
- There should be adequate table & chairs or desks for students and space.
- The whiteboard or blackboard should be mounted.
- The television or projection screen should be large enough to be viewed by all students.
- Media equipment and other technology required by the curriculum should be onsite and in working order.
- Textbooks or student workbooks required by the curriculum provider should be onsite.

### ☐ **Facility:**

- The facility should have adequate lighting, heating and air conditioning.
- The restrooms should be clean and in working order.
- Windows or glass doors should be covered with blinds, shades or curtains (DUI Only).
- Offices and classrooms should be on the same premises. Not required for satellite classrooms.
- The program name and business hours should be displayed and clearly visible from the outside of the premises.
- There should be adequate parking for students or customers.
- There should be stalls or areas designated for installations (IIP Only).
- Facility is clean and safe from health hazards.

### ☐ **Office:**

- The following should be onsite, set up and in working order:
  - Phone to be answered by program staff (cannot be operated entirely by an answering service or voicemail)
  - Computer and printer
  - Secure file storage for student/customer records
  - Working internet connection

### ☐ **Location:**

- Program cannot be located within a private residence.
- Program cannot be located within a retail business establishment or immediately adjacent to a facility where alcoholic beverages are sold or distributed (DUI Only).
- Program cannot be located within 500 feet of any building or portion of any building that is used by the Department for the purposes of conducting examinations for a driver's license or issuing driver's licenses.
- Satellite classrooms cannot be located within (50) miles of the program's principal location.

### ☐ **Vehicles (for Driver Training Behind the Wheel):**

- Vehicle(s) are 12 years old or less.
- Vehicle mileage is under 300,000 miles.
- Vehicle(s) must be equipped with the following items: working safety belts, extra brake pedal operable from the instructor's position, extra clutch pedal operable from the instructor's position if the vehicle is a stick shift, two outside sideview mirrors, two inside rearview mirrors, and cushions for proper seating of students.
- Vehicle(s) have following required signage:
  - Sign identifying the school by name
  - STUDENT DRIVER sign visible from the rear

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***I have reviewed the pre-inspection checklist and certify that the classroom, facility and office meet or exceed the requirements. I further understand that failure to meet these requirements at the time of inspection will result in a failed inspection and a denial of my program application.***

School/Program Name: \_\_\_\_\_

School Owner's Printed Name: \_\_\_\_\_

School Owner's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_