PE EQUIPMENT CHECKLIST

A Practical Framework for Inspecting, Organizing, and Maintaining Sports Supplies

GRADES: K–8

REVIEW TIME: 15–30 MINUTES



WHY USE AN EQUIPMENT CHECKLIST?

A regular equipment check helps teachers keep PE classes safe, organized, and ready to begin. Damaged balls, missing markers, low batteries, or poorly stored supplies can interrupt lessons and create avoidable safety risks.

Using a consistent checklist makes it easier to identify replacements, plan purchases, maintain equipment, and prepare supplies before students arrive.



EQUIPMENT CHECK GOALS

A complete review should help teachers:

- ✓ Identify damaged or missing equipment
- ✓ Confirm that supplies are clean and ready to use
- ✓ Reduce delays during lessons
- ✓ Improve storage and organization
- ✓ Maintain safe activity areas
- ✓ Plan replacements before equipment runs out
- ✓ Keep an accurate inventory



COMPLETE A QUICK CHECK BEFORE EACH LESSON AND A MORE DETAILED REVIEW MONTHLY OR AT THE BEGINNING OF EACH TERM.

1 BALLS AND GAME EQUIPMENT



INSPECTION CHECKLIST

- ☐ Correctly inflated
- ☐ Free from cracks, tears, or punctures
- ☐ Surface provides a safe grip
- ☐ Valves are not leaking
- ☐ Appropriate size for the students
- ☐ Clean and dry
- ☐ Enough available for planned activities

Remove damaged equipment from use until it can be repaired or replaced.

2 CONES, MARKERS, AND BOUNDARIES



INSPECTION CHECKLIST

- ☐ No sharp or broken edges
- ☐ Brightly colored and easy to see
- ☐ Stable when placed on the floor
- ☐ Clean and free of debris
- ☐ Available in enough quantities
- ☐ Sorted by type, size, or color
- ☐ Stored where they will not bend or crack

Use highly visible markers to separate stations and define safe movement areas.

3 PUMPS AND BALL INFLATORS



INSPECTION CHECKLIST

- ☐ Manual or electric pump works properly
- ☐ Inflation needles are available
- ☐ Needles are stored safely
- ☐ Hoses and cords are undamaged
- ☐ Pressure gauge works, when included
- ☐ Extension cords are approved and intact
- ☐ Equipment is returned to storage after use

Keep spare inflation needles in a labeled container.

4 WHISTLES AND COMMUNICATION TOOLS



INSPECTION CHECKLIST

- ☐ Whistles are clean
- ☐ Lanyards are secure and undamaged
- ☐ Electronic whistles have working batteries
- ☐ Backup whistle is available
- ☐ Sound carries across the activity area
- ☐ Communication signals are reviewed with students

Avoid sharing mouth whistles unless they have been properly sanitized.

5 TIMERS AND STOPWATCHES



INSPECTION CHECKLIST

- ☐ Display is easy to read
- ☐ Buttons function properly
- ☐ Batteries are charged or replaced
- ☐ Reset function works
- ☐ Sound or alarm is audible
- ☐ Backup timing method is available
- ☐ Devices are stored in a dry location

Test timers before class rather than discovering a problem during an activity.

6 STORAGE AND BALL CARTS



INSPECTION CHECKLIST

- ☐ Cart wheels move smoothly
- ☐ Brakes or locks work properly
- ☐ Handles are secure
- ☐ Shelves and bins are stable
- ☐ Nets, straps, and closures are intact
- ☐ Heavy equipment is stored low
- ☐ Frequently used supplies are easy to reach
- ☐ Walkways and exits remain clear

Label shelves and bins so equipment can be returned to the correct location.

7 SAFETY SUPPLIES



SAFETY CHECKLIST

- ☐ First-aid kit is stocked
- ☐ Emergency contact information is accessible
- ☐ Ice packs are available
- ☐ Water access is identified
- ☐ Sunscreen procedures are established for outdoor events
- ☐ Emergency exits are clear
- ☐ Playing surfaces are free of hazards
- ☐ Weather conditions are checked for outdoor activities
- ☐ Student medical or activity restrictions are reviewed

Follow your school's emergency and first-aid procedures.

8 SPECIALTY ACTIVITY EQUIPMENT



INSPECTION CHECKLIST

- ☐ Jump ropes are not frayed
- ☐ Scooter wheels and handles are secure
- ☐ Bean bags have no loose seams or filling leaks
- ☐ Scoop ball equipment has no cracks
- ☐ Bowling pins and balls are undamaged
- ☐ Racquet grips and strings are secure
- ☐ Nets and posts are stable
- ☐ Equipment is appropriate for the intended age group



BEFORE-CLASS QUICK CHECK

- ☐ Activity area is clear
- ☐ Required equipment is present
- ☐ Balls are inflated
- ☐ Stations are spaced safely
- ☐ Cones and markers are secure
- ☐ Timer and whistle are working
- ☐ Water and first-aid supplies are accessible
- ☐ Damaged equipment has been removed
- ☐ Instructions and demonstrations are prepared

MONTHLY INVENTORY REVIEW

Record:

- Equipment name
- Quantity available
- Quantity needed
- Current condition
- Storage location
- Repair or replacement required
- Date last inspected
- Person completing the review

Use simple condition labels:

- **Good:** Ready for regular use
- **Monitor:** Usable but showing wear
- **Repair:** Remove until corrected
- **Replace:** No longer safe or functional



TEACHER TIPS

- ✓ Assign a specific storage location to every item.
- ✓ Label bins, shelves, and carts clearly.
- ✓ Teach students how to carry and return equipment safely.
- ✓ Keep frequently used supplies near the activity area.
- ✓ Store inflation needles, batteries, and small accessories in labeled containers.
- ✓ Document damaged or missing equipment immediately.
- ✓ Review inventory before Field Day, seasonal units, and major school events.



WELL-MAINTAINED EQUIPMENT CREATES SAFE, ENGAGING, AND SUCCESSFUL PE CLASSES!

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BEFORE-CLASS QUICK CHECK

Use this short review before students arrive:

- ☐ Activity area is clear
- ☐ Required equipment is present
- ☐ Balls are inflated
- ☐ Stations are spaced safely
- ☐ Cones and markers are secure
- ☐ Timer and whistle are working
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MONTHLY INVENTORY REVIEW

Record:

Equipment Name	Quantity Available	Quantity Needed	Current Condition	Storage Location	Repair or Replacement Required	Date Last Inspected	Person Completing Review

Use simple condition labels:

GOOD: Ready for regular use
MONITOR: Usable but showing wear
REPAIR: Remove until corrected
REPLACE: No longer safe or functional



TEACHER TIPS

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RECOMMENDED SUPPLIES

A well-prepared PE equipment area may include:





BENEFITS OF REGULAR EQUIPMENT CHECKS

- ✓ **Reduces lesson interruptions** by ensuring equipment is ready and available.
- ✓ **Protects school supplies** by identifying damage early.
- ✓ **Improves organization** by keeping storage areas neat and efficient.
- ✓ **Helps prevent injuries** by ensuring safe, functional equipment.
- ✓ **Supports better instruction** by allowing teachers to focus on learning.
- ✓ **Encourages student responsibility** through consistent equipment care.
- ✓ **Ensures successful events** by confirming supplies are complete and prepared.



GOOD EQUIPMENT. SAFE PLAY. SUCCESSFUL PE CLASS!

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