

NA
S or U

1,2,3

Correction Date Or
Work Order#

Exterior

- 1. Windows/doors are free of sharp edges or cracks. _____
- 2. Building walls in good repair. _____
- 3. Sidewalks/paved surfaces free of cracks, separations, and loose gravel/rocks and other trip hazards. _____
- 4. Lawns, shrubs, trees, sprinkler heads do not create trip hazards or other problems. _____
- 5. Stairs in good repair and equipped with handrails. _____
- 6. Mobile classroom ramps have non-slip surfaces and free of trip hazards. _____
- 7. Exterior doors not propped open. _____
- 8. Fencing around property is in safe condition. _____
- 9. Parking lots marked for traffic direction. (entrance, exits, and parking) _____
- 10. Signage – ADA/No Parking/Speed Limit intact. _____
- 11. Door Closures working properly. _____

Interior

- 1. Walls, windows, and ceilings in good condition. _____
- 2. Floor surfaces free of trip hazards. _____
- 3. Shelves not overloaded. _____
- 4. Shelves and bookcases secured. _____
- 5. Storage rooms/closets orderly.(no fire hazards) _____
- 6. Heating and air units operating properly. _____
- 7. Restroom facilities in good repair. _____
- 8. Ceiling tiles in place and intact. (no discoloration) _____

Hazardous Chemicals

- 1. Hazard Communication program available. _____
- 2. Exposed staff trained in Hazard Communication. _____
- 3. Hazardous chemicals properly labeled. _____
- 4. Hazardous chemicals properly stored. _____
- 5. Material Safety Data Sheets (M.S.D.S.) available. _____
- 6. Only approved chemicals used in schools. _____

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Emergency Response - Life Safety and Fire Protection

- | | | | |
|---|-------|-------|-------|
| 1. Emergency procedures posted.
(fire, tornado & evacuation posters) | _____ | _____ | _____ |
| 2. "No smoking" regulation followed. | _____ | _____ | _____ |
| 3. Doors have properly working crash bars. | _____ | _____ | _____ |
| 4. Exits are clear and identified. | _____ | _____ | _____ |
| 5. Exit light battery back ups working properly. | _____ | _____ | _____ |
| 6. Extinguishers properly identified & charged. | _____ | _____ | _____ |
| 7. Glass in extinguisher cabinets intact. | _____ | _____ | _____ |
| 8. No Flammable materials stored in boiler rooms. | _____ | _____ | _____ |
| 9. Eye wash stations working properly. | _____ | _____ | _____ |
| 10. Safety Showers working properly. | _____ | _____ | _____ |
| 11. Emergency gas shutoffs labeled and working. | _____ | _____ | _____ |

Electrical

- | | | | |
|---|-------|-------|-------|
| 1. Covers for floor electrical outlets in place. | _____ | _____ | _____ |
| 2. Electrical cords in good condition. | _____ | _____ | _____ |
| 3. Electrical wiring not exposed. | _____ | _____ | _____ |
| 4. Electrical wires not under rugs or carpet. | _____ | _____ | _____ |
| 5. Machines and equip. properly grounded. | _____ | _____ | _____ |
| 6. Plugs & electrical outlets in good condition. | _____ | _____ | _____ |
| 7. Circuit breaker panels are closed and marked
with voltage and "caution" warnings. | _____ | _____ | _____ |
| 8. Circuit breaker are labeled correctly
(upon opening school and annually thereafter) | _____ | _____ | _____ |
| 9. No storage within 3 feet of electrical panels. | _____ | _____ | _____ |
| 10. Emergency Switches/GFCI tested & working. | _____ | _____ | _____ |

Playground/Grounds (call Risk Management with playground issues)

- | | | | |
|--|-------|-------|-------|
| 1. Swing Set - securely anchored to ground, seats,
chains, and "S" hooks in safe condition. | _____ | _____ | _____ |
| 2. Decks, railings, hoods and posts in good repair. | _____ | _____ | _____ |
| 3. Backstops/Soccer Goals - securely anchored. | _____ | _____ | _____ |
| 4. Slides - securely anchored and no sharp edges. | _____ | _____ | _____ |
| 5. Fall Surface is evenly distributed & depth is 8" – 12." | _____ | _____ | _____ |
| 6. Grounds are free of debris and broken glass. | _____ | _____ | _____ |
| 7. Snow removed in winter, not piled on playgrounds. | _____ | _____ | _____ |

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Kitchen

- 1. Floors are free of slip or trip hazards. _____
- 2. "In and out" doors have windows. _____
- 3. Drains unclogged and covered where needed. _____
- 4. Fans, trash compactors and disposals guarded. _____
- 5. Fixed equipment electrically grounded. _____
- 6. Circuit breakers properly labeled. _____
- 7. Emergency lighting available. _____
- 8. Store rooms - heavier items stored on lower shelves. _____
- 9. Proper step stools/ladders available and used. _____
- 10. Exhaust hoods, filters and ducts cleaned regularly. _____
- 11. Food and liquid spills cleaned up immediately. _____
- 12. Greasy/oily towels collected in closed metal cont. _____
- 13. Cooking fire suppression system in place/Inspected. _____

Other

- 1. Hold Downs for TV's on Carts. _____
- 2. Trophy Cases in tact and free of defects. _____
- 3. Toilets/partitions/plumbing fixtures satisfactory. _____
- 4. Restrooms - Drains/flush valves operating. _____
- 5. Catwalks in good condition. _____
- 6. Kilns and Storage shelves at least 18 " apart. _____
- 7. Chillers posted with warning signs. _____
- 8. Partitions/moveable walls in good working order. _____
- 9. Cafeteria Tables in good working order. _____
- 10. Gym Climbing wall and ropes in good repair. _____
- 11. Basketball backboards/Motors/Cables operating. _____
- 12. Gym Mat movers & chin up bars in good repair. _____
- 13. SSN Play areas in schools adequate. _____
- 14. SSN Changing Tables operating properly. _____
- 15. Pre-School Hooks and play equip. satisfactory _____
- 16. Waste water inspected weekly. _____
- 17. Priming Floor Traps. _____
- 18. Appropriate Labor Posters Posted. _____

