

SAFETY INSPECTION CHECKLIST

Middle and High Schools

(Reports due to Risk Management in the months of September, December, March & June)

School Site _____ Date _____

Person Conducting Inspection _____ Quarter (1st, 2nd, 3rd, 4th) _____

Site Administrator: _____ Site Administrator's Signature: _____

This checklist is intended to use as a guide to look for unsafe conditions. S= Satisfactory, U= Unsatisfactory, N/A= Not Applicable, PP= Principal Priority, and WO#= Work Order Number

ATHLETIC FACILITY, LOCKER ROOMS, WEIGHT ROOMS, ETC.

S U N/A PP WO#

	S	U	N/A	PP	WO#
Emergency lighting operating properly					
Exits clearly marked, doors unlock during operation and unobstructed					
Emergency evacuation posted at exits					
Condition of all doors, panic devices					
Condition of all lockers					
Condition of Electrical receptacles (cracked, broker, etc.)					
Equipment properly racked, stored, & anchored in weight & training rooms					
Weight room equipment operating instructions are posted					
Condition of Indoor gyms, basketball, backboards, rims and nets, (No Metal Nets)					
Gymnastics equipment in good condition					

GROUNDS & ATHLETIC FIELDS

S U N/A PP WO#

	S	U	N/A	PP	WO#
Condition of blacktop and sidewalks free of holes or cracks\sand\gravel					
Condition of basketball and tennis courts					
No dirt or water flowing on sidewalk					
Area free of debris and broken glass					
Shrubs and trees – no low branches hanging over walkways					
Fencing free of sharp corners and edges					
Condition of field is level, free of holes and foreign objects					
Sprinklers in proper repair and not protruding					
Check for exposed roots, gopher holes, broken glass or debris					
Check condition of bleacher seats					
Check condition of bleacher walkways, & bleacher side & back rails					
Check players' benches					
Check field fencing and backstops					
Baseball batting cages and storage spaces					
Check condition of Snack Bars, football and baseball field					
Curb clearly painted/marked i.e.: red for fire; green for loading, etc.					

SWIMMING POOL

S U N/A PP WO#

	S	U	N/A	PP	WO#
Swimming pool facilities, storage spaces, locker rooms, cleanliness					
Pool ladders anchored and free of rust and corrosion					
Condition of benches, bleacher backrests					
All surfaces free of cracks and foreign matter					
Maintenance log - current					

ADJACENT PROPERTIES

S U N/A PP WO#

Adjacent vegetation not a fire or intruder concealment hazard					
Adjacent water channels free of debris that could block drainage					
Animals in adjacent property adequately contained and controlled					

AUDITORIUM / GYMNASIUM / THEATER STAGE AREA

S U N/A PP WO#

Stairs, ramps, floors and aisles are kept clean and dry					
Floors free of tripping hazards, material defects					
Seats free of splinters, torn upholstery, or loose hardware					
Bleacher seats and steps tight and in good condition					
Stage rigging, ropes, block and tackles in good repair					
Stairs are equipped with treads and handrails					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					
Lighting inside and outside					
Doors, including panic devices, in good condition					
Ensure that maximum occupancy signs are posted					
Exits properly marked; exit light working and unobstructed					
Maximum Occupancy sign posted					
Emergency lighting system operating properly					

INDUSTRIAL ARTS

S U N/A PP WO#

All materials safely racked or stored & properly labeled					
Floors clean, and free from tripping & slipping hazards					
Dust controlled and surfaces clean					
Extension cords and cables secured					
Oily rags kept in closed metal containers					
Guards provided on machinery					
Ladders maintained in good condition					
Compressed gas cylinders secured and unobstructed					
Grinding wheels have guards/shields; tool rests adjusted					
Heavy items stored on lower shelves in storage room (not above shoulder height).					

CLASSROOMS/OFFICE

S U N/A PP WO#

Exits are properly marked					
Doors, including panic devices, operating properly and unobstructed					
Exit lights in working & in good condition					
Emergency lighting system operating properly					
Book cases over 48" properly anchored					
Stairs, ramps, floors, and aisles are kept clear and dry					
Floors free of material defects					
Ceiling tiles free from cracks/damage					
Evacuation Maps posted					
Paper postings & decorations must be less than 50% of wall space & not block fire sprinkler spray path					
Availability of MSDS (Material Safety Data Sheets)					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					

SHOP CLASSES

S U N/A PP WO#

Machinery and equipment properly anchored and unobstructed					
Emergency stop buttons are red and clearly marked and unobstructed					
Shop material stored properly					
All areas kept free of fire hazards and unobstructed					
Hazardous material properly stored and labeled (chemicals & flammable solvents)					
Availability of MSDS (Material Safety Date Sheets)					
Fire extinguishers are charged and appropriate for class and unobstructed					
Inspect eye wash stations. Does the faucet work, water drain and is the water clear? Unobstructed and Inspection tags in place and visible. Please sign inspection tag(s).					
Heavy items stored on lower shelves in storage room (not above shoulder height).					
Extension cords not permitted as permanent wiring					

MISCELLANEOUS

S U N/A PP WO#

All fire extinguishers properly maintained/charged / unobstructed/tagged					
First aid kits properly stocked					
Hallway exits properly marked					
Access to electrical, gas and water shutoffs unobstructed					
Are electrical, gas and water shut off valve locations posted					
Storage of Hazardous Material Chemicals and flammable solvents (stored away from food)					
Student medicine stored in locked cupboard					
Trophies overhead secured					
TV on carts properly secured					
Stored items have 24" clearance from ceiling if no sprinklers; 18" if there is sprinklers					
Upholstered furniture (classroom sofas) must be labeled as fire retardant/resistant or certified of fire retardant/resistant and kept on file					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					
Inspect eye wash stations in Chemical Lab. Does the faucet work, water drain and is the water clear? Unobstructed and Inspection tags in place and visible. Please sign inspection tag(s).					
Heavy items stored on lower shelves in storage room (not above shoulder height).					
Extension cords not permitted as permanent wiring					

Describe any unsafe conditions not listed above.

What are you doing in the interim?
