

# School General Interior Building Safety Checklist

A. STAIRS AND HALLWAYS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Appropriate lighting				
Satisfactory housekeeping				
Landings free of obstacles and storage				
Handrails in good repair				
Nonskid treads				
Elevation differences are clearly marked				
Lockers do not obstruct access				
Lockers secure and in good condition				
Readily accessible 5ABC fire extinguishers				
Other				
<b>B. AIR QUALITY, VENTILATION, ENVIRONMENT</b>	<b>OK</b>	<b>Potential Problem</b>	<b>Recommended Action/Plan for improvement</b>	<b>Date Corrected</b>
Proper handling, storage, labeling, and disposal of chemicals, gas, petroleum, herbicides, and other hazardous materials; maintenance of Material Safety Data Sheets				
Appropriate closure of abandoned wells/cisterns				
Appropriate disposal of solid waste				
Satisfactory housekeeping/sanitization measures				
Documentation of annual exhaust/intake inspection				
Documentation of semiannual lead testing for drinking fountain				
Documentation of annual carbon monoxide and radon inspection				
Other				
<b>C. LIGHTING</b>	<b>OK</b>	<b>Potential Problem</b>	<b>Recommended Action/Plan for Improvement</b>	<b>Date Corrected</b>
Exit lights illuminated and have secondary power source				
Operational emergency exit lighting has secondary power source				
Lighting fixtures are mounted, clean, and operational				
Other				
<b>D. FLOOR SAFETY</b>	<b>OK</b>	<b>Potential Problem</b>	<b>Recommended Action/Plan for Improvement</b>	<b>Date Corrected</b>
Floors in good repair; no obstacles, protruding objects, or indentations				
Carpet is secured with no curled edges				
Nonslip adhesive treads on stairs, floors, and ramps				
Elevation differences are clearly marked				
Use of nonslip floor mats at all entrances and exits in inclement weather				
Wet floor signs are displayed when necessary				
Spills and moisture are cleaned immediately				
Other				
<b>E. STORAGE</b>	<b>OK</b>	<b>Potential Problem</b>	<b>Recommended Action/Plan for improvement</b>	<b>Date Corrected</b>
Satisfactory housekeeping				
Restricted storage areas are locked; keys are in a safe and accessible location for administrators and identified staff				
Chemicals and medications are stored properly in locked cabinets or closets				
No storage items within 18 inches of the sprinkler system				
Heavy items are stored on lower shelves				
Other				

F. MECHANICAL AND ELECTRICAL	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Building is free of noncode electrical wiring				
Electrical boxes are properly secured				
Switches, electrical outlets, and covers are in good condition				
Building is free of permanent use of extension cords in place of permanent wiring				
Electrical loads are placed on power strips (power surges) and are within proper amperage of circuit				
Electrical panels are free of exposed wires or terminals				
Electrical receptacles located outdoors or in close proximity to sinks, wet areas, pipes, or other grounded equipment protected by ground fault circuit interrupters (GFCI)				
Electrical motors are clean and lubricated periodically				
Electrical panel switches and circuit breakers are labeled to indicate the equipment they control				
Electrical cords are coiled and stored in the proper place				
Other				
<b>G. EQUIPMENT</b>	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Operational fire alarm systems (audio & visual)				
<b>Operational SABC fire extinguishers with up-to-date inspection tags:</b>				
• in proper place and adequately charged				
• Date of last inspection within last 12 months				
Emergency procedures with ADA guidelines are clearly posted				
Operational smoke detectors				
Sprinkler system tested and maintained quarterly per NFPA 25				
Clean-up kits for hazardous spills and biohazard pathogens				
First aid kit is adequately stocked and readily available				
Installed fire hoses in good condition and operational				
Proper disposal of discarded smoke detectors				
Other				

H. TRAINING	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Documentation stating that staff has been trained in handling body fluids:				
• Spill kits				
• Absorption control				
• Proper disposal of fluids				
• Handwashing				
• Housekeeping				
• Personal protective equipment				
Documentation stating that staff has been trained in emergency action plans (drills):				
• Fire (minimum of two drills per year)				
• Tornado				
• Earthquake (minimum of two drills per year in specific zones)				
• Hazardous materials handling, storage, and disposal				
Documentation of safety training for staff (administrative, faculty, custodial); plans are in place to accommodate people with disabilities				
Staff has contact with outside agencies to consult on school safety training matters				
Incident/accident documentation: comprehensive documentation of any accidents/injuries and corrective actions				
Safety coordinator has been designated				
Other				

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

## School General Exterior Building Safety Checklist

A. PARKING AREAS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Parking lot lights working/appropriate for parking area				
Parking lot surface in good repair				
Fire lanes properly marked and kept clear				
Fire hydrants near building; clear access maintained				
Appropriate traffic control for school grounds				
Parking spaces properly marked, including disabled parking & signage				
Other				
B. BUILDING ENTRANCES/EXITS	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
Emergency exits unlocked from inside at all times				
<b>ADA accessibility:</b>				
• Ramps at appropriate rise and slope				
• Guardrails and handrails where required				
• Doorways wide enough to allow for wheelchair access				
Fire doors free of unauthorized door openers such as wooden wedges				
Sidewalks well maintained and free of obstacles				
Directions for exiting the building in case of an emergency are clearly posted				
Downspouts are directed away from walking surfaces and building foundation				
Other				
C. BUILDING STRUCTURE	OK	Potential Problem	Recommended Action/Plan for Improvement	Date Corrected
No foundation problems, cracks, or deterioration of structural support				
Roof in good repair				
Landscaping near building does not obstruct access				
Other				

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_