

Cottonwood School District No. 242

NONINSTRUCTIONAL OPERATIONS

8520F

Facilities/Safety Inspection Report

Inspected by: _____ Date: _____

Name of Building/School: _____

Principal: _____ Accompanied by: _____

Section 1—Building Safety

	Yes	No
1. Are all fire extinguishers in place with current inspections?		
2. Are all fire alarms working properly?		
3. Are exit routes posted in each room in the building?		
4. Are all lighted exit signs operating properly?		
5. Does all crash door equipment operate properly?		
6. Does all emergency lighting equipment operate properly?		
7. Are all electrical panels properly covered, but not locked?		
8. Are paints and other flammable materials properly stored?		
9. Are all rooms equipped with locks that can be opened from the inside without a key?		
10. Are all stairway railings in place and secure?		
11. Are chains, padlocks, or devices other than panic hardware ever used on exit doors? If yes, explain their use.		
12. Are there adequate first aid supplies in locker rooms, labs, offices, kitchens, and shop buildings?		
13. Are first aid supply locations clearly marked and accessible?		

14. Are eye wash stations located in each science room?		
15. Are eye and face protection devices available for saws, grinders, lathes, welders, etc.		
16. Are guards used on saws, grinders, and other power equipment?		
17. Are safety zones clearly indicated for power equipment in shop areas?		
18. Are all belts, pulleys, gears, and shafts properly guarded?		
19. Are all electrical appliances and equipment supplied with a grounded circuit and with 3-prong plugs where needed?		
20. Are oxygen and acetylene tanks properly secured and guarded?		

Comments on Section 1: _____

Section 2—Grounds Safety

	Yes	No
1. Are sidewalks, steps, and concrete or asphalt play areas in good condition so as to prevent falls or injuries?		
2. Is each piece of outside play equipment in safe condition?		
3. Are such hazards as window wells, drains, etc. covered or fences so as to prevent accidental entry?		
4. Are restricted areas plainly marked, posted, or locked?		
5. Is maintenance equipment properly housed or locked to prevent unauthorized use?		

6. Are grounds free of broken glass, rocks, or other hazards?		
7. Are bleachers in good repair with handrails where required?		

Comments on Section 2: _____

Section 3—General Maintenance

	Yes	No
1. Are all storage rooms and closets free of clutter, waste paper, rags, broken furniture, and other flammable or hazardous materials?		
2. Are windows free of cracks and/or breaks?		
3. Are classroom desks, tables, and other furniture in good repair?		
4. Are floor coverings clean and in good repair?		
5. Are walls and ceilings clean with paint in good condition?		
6. Are restrooms clean and sanitary with properly operating fixtures?		
7. Are kitchens clean and sanitary with properly operating equipment?		
8. Are locker rooms clean and sanitary with properly operating equipment?		
9. Are drinking fountains clean and properly adjusted?		
10. Are furnace rooms clean, orderly, and free of clutter?		
11. Have furnaces been inspected with inspection certificates posted?		
12. Is classroom and hall lighting operating properly?		
13. Are student lockers in good repair and securely fastened?		

14. Are door locks in good repair and operating properly?		
15. Are roof areas and drains clear of debris and in good condition?		
16. Is the exterior paint/finish in good condition?		
17. Are maintenance shops in work areas clean and orderly?		
18. Are lawns, trees, and shrubs free of litter and properly cared for?		
19. Are parking areas clear of litter and in good repair with clearly marked handicapped parking and loading zones?		
20. Are provisions made for handicapped access, both in and out of the buildings?		
21. Is the overall aesthetic of the buildings and grounds pleasing and inviting to the public?		

Comments on Section 3: _____

Procedure History:
Promulgated on:
Revised on: