

**SCHOOL EXTERIOR SAFETY INSPECTION CHECKLIST**  
Checklist for District Safety Committees or Self-Inspection

INSPECTED BY:	DISTRICT:	SITE:	DATE:
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> </div> <div>  = No Hazard Observed     = Corrective Action Required     = Work Order Submitted or Hazard Corrected </div> </div>			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>HOUSEKEEPING</b> is necessary in all work spaces. Mechanical and custodial rooms should be kept clean and unobstructed. Storage of supplies and/or equipment should be in a safe, neat, and organized manner to prevent fires, trips, slips, and falls or to prevent stored materials from falling. All work areas should be free from any condition that would create a fire, life safety, and/or emergency evacuation hazard. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>FAUCETS AND DRINKING FOUNTAINS</b> must be in sanitary condition. There should be no leaks or sharp edges. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>ELECTRICAL OUTLETS</b> must be in good condition and covered with a weatherproof cover or enclosure. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>LIGHTING</b> must be adequate, in good repair, and free from broken glass, missing covers, and loose or visible wires. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>ACCESS TO EXITS</b> must be maintained at all times. Do not block any door or doorway with carts, vehicles, deliveries, etc. All students and staff must have free access to all exit doors in case of an emergency. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>FIRE SYSTEMS AND UTILITY SHUTOFFS (FIRE EXTINGUISHERS, STAND PIPES, MANUAL PULL STATIONS, GAS VALVES, ETC.)</b> require at least 3 ft. of clearance in front of and around the devices. Do not paint, block, or cover alarms, devices or valves. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>WALKING SURFACES</b> must be free from flowing water, dirt, sand, and gravel. Surfaces must be in good repair and free from trip and fall hazards. This includes sidewalks, curbs, parking lots, blacktop play areas, and stairways. Sudden steps or elevation changes should be clearly marked to warn people of the potential hazard. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>STAIRS, HANDRAILS, AND RAMPS</b> must be kept clear, free from tripping or slipping hazards, and in good condition. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>GROUPS MAINTENANCE</b> issues such as holes in fields, trash, broken tree limbs and branches impeding walkways should be reported. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>FLOOR MATS</b> outside of doorways must be in good condition with minimal signs of wear and free from trip and fall hazards. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>PLAYGROUND</b> areas must be free from trash, broken glass, damaged equipment, and trip and fall hazards. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>STORAGE ROOMS</b> such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage of combustible materials. Access to this equipment must be clear and requires 3 ft. of clearance in front of and around the equipment at all times. Hazard location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>GATES AND FENCES</b> should be in good condition and free from holes and other damage. Gates should open and close freely with minimal effort and without any pinch-points. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>TRASH CONTAINERS/DUMPSTERS</b> should be stored away from the building, covered when not in use, and should not show evidence of pests or insects. Trash should not be stored on the ground. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>WATER DAMAGE</b> must be reported including plumbing, irrigation systems, and sprinkler head leaks. Report any evidence of sprinklers spraying on buildings, visible moss or mold on walls, walkways, and areas of pooling water. Hazard details/location: _____		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> W.O.# _____	<b>OTHER ISSUES OR ADDITIONAL FINDINGS</b>  		

