

SCHOOL GENERAL HEALTH & SAFETY INSPECTION CHECKLIST

Checklist for District Safety Committees or Self-Inspection

Inspected By:	Site:	Room:	Date:
 = No Hazard Observed = Corrective Action Required = Work Order Submitted or Hazard Corrected			
☐ ☐ ☐ W.O.# _____	HOUSEKEEPING and a sanitary workplace is necessary. Aisles 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, 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.		
☐ ☐ ☐ W.O.# _____	FIRE EXTINGUISHERS , where installed, must be mounted on the wall where all room occupants can find it in an emergency. The extinguisher must be in-service, fully charged, and not blocked. A 3 ft. clearance is required in front of and around all extinguishers. Do not hang items on fire extinguishers such as coats, hall passes, and backpacks.		
☐ ☐ ☐ W.O.# _____	FIRE ALARMS (ALARM PANELS & MANUAL PULL STATIONS) require at least 3 ft. of clearance in front of and around the devices. Do not paint, block, or cover alarm equipment with cloth or paper.		
☐ ☐ ☐ W.O.# _____	DECORATIVE PAPER and student artwork must be limited to approximately 20% of the wall space in each room. Do not cover electrical outlets, switches, alarms, electrical panels, heating or ventilation systems, etc. Do not place or hang anything combustible on doors, windows, ceilings, light fixtures, or from wall-to-wall using wires, cables, or string.		
☐ ☐ ☐ W.O.# _____	ELECTRICAL PANELS in classrooms and storage rooms require 3 ft. of clearance in front of and around the panel. Panel doors must remain closed, and do not cover panel doors with combustible materials, such as paper or cloth.		
☐ ☐ ☐ W.O.# _____	OVERHEAD STORAGE of equipment and supplies can be a major hazard in the event of an earthquake. All overhead storage should be secured or removed. Shelving lips or railings may be installed to prevent items from falling.		
☐ ☐ ☐ W.O.# _____	FILE CABINETS, BOOKCASES, AND OTHER furnishings should be secured to the wall or floor to prevent them from tipping over during an earthquake and injuring occupants and/or blocking access to exits.		
☐ ☐ ☐ W.O.# _____	ACCESS TO EXITS must be maintained at all times. Do not block front or back doors of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathway to exit doors must be as wide, or wider, than the door itself. Carts, desks, cabinets, equipment, etc. should not impede the evacuation process in an emergency.		
☐ ☐ ☐ W.O.# _____	EXTENSION CORDS may only be used for temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after use and at night. Only use UL approved and grounded (3-prong) cords. Do not extend cords across walls, ceilings, walkways, or under rugs or carpeting.		
☐ ☐ ☐ W.O.# _____	POWER BARS or SURGE PROTECTORS must have UL approval and grounded (3-prong cord). Extension cords or other power bars may not be plugged directly into another power bar. Turn off power bars at night or when not in use.		
☐ ☐ ☐ W.O.# _____	TV's & AV CARTS must be in good operating condition and roll with ease. Equipment on the carts, such as TV's and other large objects, must be secured to the cart. TV's mounted to walls or ceilings must be secured to the mounting bracket and strapped to the bracket. TV's that are only strapped to the mounting bracket are unsafe.		

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☐ ☐ ☐ W.O.# _____	CHEMICAL SAFETY all hazardous or toxic chemicals must be stored out of the reach from children or in lockable cabinets. Employees are not permitted to bring any chemical to work without a copy of the Material Safety Data Sheet (MSDS) and prior approval from the site administrator or district safety coordinator. All containers (including water) must be properly labeled with chemical name.
☐ ☐ ☐ W.O.# _____	VENTILATION SYSTEMS & HEATERS work and shall not be covered or blocked. Do not cover or block heater access doors, air vents, air intakes, etc. Do not store anything within three feet (3) of a heater or ventilation system. Portable space heaters are not permitted in classrooms.
☐ ☐ ☐ W.O.# _____	KITCHEN APPLIANCES in classrooms are not recommended. However, they must be used as described by the manufacture and turned off at night and when not in use. Provide 3 ft. of clearance around the appliance and do not store combustible materials, i.e., paper on top or around cooking appliances. K-6 students should be a minimum of six feet (6) away of cooking demonstrations or hot appliances.
☐ ☐ ☐ W.O.# _____	STORAGE ROOMS such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage of combustible materials. Do not block access to this equipment and maintain a 3 ft. clearance in front of and around the equipment at all times.
☐ ☐ ☐ W.O.# _____	CLASSROOM FURNISHINGS must meet or exceed State Fire Marshall requirements and may contain allergens, insects, pests, etc. Staff should not bring to work household furniture, curtains, partitions, etc.
☐ ☐ ☐ W.O.# _____	LADDERS or stepstools should be available for use. Staff should always use a ladder or a stepstool and never stand on desks, chairs, boxes, or other items.
☐ ☐ ☐ W.O.# _____	EMERGENCY PLANS AND EVACUATION routes should be posted in each room.
☐ ☐ ☐ W.O.# _____	OTHER ISSUES OR ADDITIONAL FINDINGS
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