



▷ SECTION A: GENERAL (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Doors in good repair	YES	NO				
14. Exit doors open in direction of exit travel	YES	NO				
15. All exit doors kept unlocked during occupancy	YES	NO				
16. Main exit doors equipped with panic hardware	YES	NO				
17. Building free from signs of roof or pipe leakage	YES	NO				
18. Windows free of cracks and breaks	YES	NO				
19. Electrical wiring in good repair	YES	NO				
20. Covered trash containers throughout	YES	NO				
21. GFCI Protection within 6 feet of sinks, etc.	YES	NO				

▷ SECTION B: ELECTRICAL/MECHANICAL ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Multipurpose fire extinguisher provided	YES	NO				
2. Smoke/heat detectors provided	YES	NO				
3. 3-foot clearance maintained in front of and below electrical panels and equipment	YES	NO				
4. Room is free of flammable and combustible storage	YES	NO				
5. Access door fire rated and self-closing	YES	NO				
6. Mechanical, electrical and air-conditioning systems inspected and serviced annually	YES	NO				
7. Good housekeeping	YES	NO				
8. No holes in walls or ceilings (poke-throughs)	YES	NO				

SECTION C: CORRIDORS/HALLWAYS

▷ SECTION D: WALKING AND WORKING SURFACES

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Floor surfaces, steps, etc., in good repair	YES	NO				
2. Uniform step heights on stairs	YES	NO				
3. Handrails at all steps	YES	NO				
4. Handrails properly secured	YES	NO				
5. Mid-rails on open sides of steps	YES	NO				
6. Rails, mid-rails and toe boards for balconies and overhead storage	YES	NO				
7. Floors free of tripping hazards and slippery surfaces	YES	NO				
8. "Wet Floor" signs used after mopping operations	YES	NO				
9. Carpets free of tears and wrinkles	YES	NO				
10. Floor openings properly guarded	YES	NO				
11. Full-length glass doors and windows properly marked with trim or decals	YES	NO				
12. Proper lighting	YES	NO				

▷ SECTION D: WALKING AND WORKING SURFACES

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Floor surfaces, steps, etc., in good repair	YES	NO				
2. Uniform step heights on stairs	YES	NO				
3. Handrails at all steps	YES	NO				
4. Handrails properly secured	YES	NO				
5. Mid-rails on open sides of steps	YES	NO				
6. Rails, mid-rails and toe boards for balconies and overhead storage	YES	NO				
7. Floors free of tripping hazards and slippery surfaces	YES	NO				
8. "Wet Floor" signs used after mopping operations	YES	NO				
9. Carpets free of tears and wrinkles	YES	NO				
10. Floor openings properly guarded	YES	NO				
11. Full-length glass doors and windows properly marked with trim or decals	YES	NO				
12.						

▷ SECTION E: CAFETERIA/KITCHEN

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Hood and duct re suppression with semi-annual service/maintenance (tag current)	YES	NO				
2. Multi-purpose extinguisher provided & tagged	YES	NO				
3. Vents/ filters cleaned regularly—documented	YES	NO				
4. Smoke/heat detectors in good repair	YES	NO				
5. Food is not stored on floors	YES	NO				
6. Food in coolers/freezers covered	YES	NO				
7. Safety latches on all coolers/freezers	YES	NO				
8. Floors kept clean/free of spills	YES	NO				
9. Portable signs used to indicate wet floors/hazards in kitchen and lunchroom	YES	NO				
10. Tables and chairs in good repair	YES	NO				
11. All exits clearly marked with visible approved signs	YES	NO				
12. Unused folding chairs and tables stored in racks—not leaned against walls	YES	NO				
13. Periodic knife sharpening	YES	NO				
14. Steel mesh gloves used when cutting foods	YES	NO				
15. Bowl lock handles operable and used on Hobart mixers	YES	NO				

▷ SECTION E: CAFETERIA/KITCHEN (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
16. Hot water tanks secured and equipped with pressure relief valves	YES	NO				
17. Hot foods held above 140°F (60°C)	YES	NO				
18. Cold foods held below 40°F (4.4°C)	YES	NO				
19. Freezer at 0°F (-17.8°C)	YES	NO				
20. GFCI Protection within 6' of sinks, etc.	YES	NO				

▷ SECTION F: OFFICES/WORKROOMS

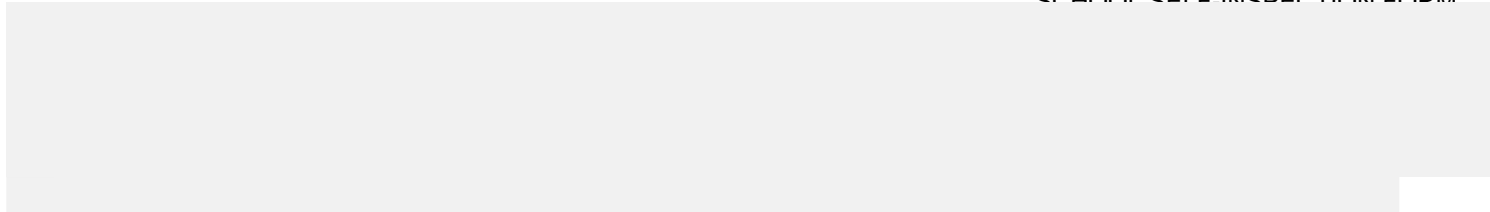
CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Fire extinguisher available/tagged	YES	NO				
2. Electrical cords/plugs in good repair	YES	NO				
3. Aisles and lanes free of electrical cords, phone cords or other hazards	YES	NO				
4. No extension cords used (limited power strip use acceptable)	YES	NO				
5. Finger guards on paper cutters, and cutting arm stays up when raised and released	YES	NO				
6. Good ergonomic positioning of computer workstations	YES	NO				
7. Adequate access to equipment	YES	NO				
8. Good housekeeping in storage rooms	YES	NO				

▷ SECTION H: GENERAL CLASSROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Aisles and lanes free of electrical cords, phone cords or other hazards	YES	NO				
2. Finger guards on paper cutters, and cutting arm stays up when raised and released	YES	NO				
3. Hazardous chemicals stored in locked cabinets or out of the reach of children	YES	NO				
4. Audiovisual equipment strapped to wide-based, stable carts	YES	NO				
5. Good housekeeping in storage closets	YES	NO				
6. GFCI Protection within 6' of sinks, etc.	YES	NO				
7. No extension cords used (limited power strip use acceptable)	YES	NO				
8. Evacuation plans posted in each classroom	YES	NO				
9. Fire retardant paper used for decorations	YES	NO				

▷ SECTION J: GYMNASIUMS/AUDITORIUMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Emergency lighting provided and maintained	YES	NO				
2. Lighted exit signs provided and maintained	YES	NO				
3. Fire extinguishers properly located/tagged	YES	NO				
4. Access to exits unobstructed	YES	NO				
5. Bleachers/seating in good repair	YES	NO				
6. Smoke/heat detectors over stage	YES	NO				
7. Sprinklers over stage	YES	NO				
8.						



▷ SECTION N: BUILDING EXTERIOR

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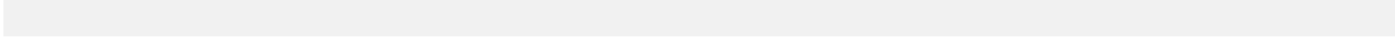
▷ SECTION 0: SECURITY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Employment applications required	YES	NO				
2. Employee background checks performed	YES	NO				
3. Review and follow up on staff references	YES	NO				
4. Facility access controlled (fenced and gated)	YES	NO				
5. O -limits areas posted and secured	YES	NO				
6. Key control measures in effect (structures and vehicles)	YES	NO				
7. Facility periodically re-keyed	YES	NO				
8. More than one person assigned to work with cash and disbursements	YES	NO				
9. Night watch	YES	NO				
10. Lighting adequate	YES	NO				
11. Screens on lower windows	YES	NO				
12. Shrubbery trimmed to eliminate shadows/hiding areas	YES	NO				
13. Written weapons and violence prevention policy	YES	NO				
14. Scrutiny for possibility of weapons	YES	NO				

▷ SECTION P: TRANSPORTATION (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
15.						

▷ SECTION Q: FIRST AID



▷ SECTION R: EMPLOYEE SAFETY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Adult and student employees trained and experienced for tasks/equipment operated, etc.	YES	NO				

▷ SECTION S: PLAYGROUNDS

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