SCHOOL
SELF-INSPECTION FORM

Questions about safety or risk control?
Contact our specialists at customercare@adventistrisk.org

SCHOOL:

EVALUATOR:

DATE:

NUMBER OF STUDENTS:

DORM STUDENTS:

▷ SECTION A - GENERAL

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing campers, as applicable)	YES ◯	NO ◯				
2. Evacuation Plans posted	YES ◯	NO ◯				
3. Assembly room occupant capacity posted	YES ◯	NO ◯				
4. Two fire drills conducted during first month of school. One drill per month during the remainder of the school year	YES ◯	NO ◯				
5. Fire alarm system tested during drills	YES ◯	NO ◯				
6. Automatic sprinkler systems receive annual professional maintenance	YES ◯	NO ◯				
7. Earthquake or other drills, as required by local jurisdiction	YES ◯	NO ◯				
8. Dormitory fire drills conducted at least quarterly	YES ◯	NO ◯				
9. Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)	YES ◯	NO ◯				
10. School personnel visually inspect extinguishers monthly for adequate pressure or tampering	YES ◯	NO ◯				
11. Lighting adequate	YES ◯	NO ◯				
12. Good housekeeping	YES ◯	NO ◯				
13. Doors in good repair	YES ◯	NO ◯				
14. Exit doors open in direction of exit travel	YES ◯	NO ◯				

▷ SECTION A - GENERAL (cont.)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
15. All exit doors kept unlocked during occupancy	YES ◯	NO ◯				
16. Main exit doors equipped with panic hardware	YES ◯	NO ◯				
17. Locking and chain devices prohibited on panic hardware	YES ◯	NO ◯				
18. Building free from signs of roof of pipe leakage	YES ◯	NO ◯				
19. Windows free of cracks and breaks	YES ◯	NO ◯				
20. Electrical wiring in good repair	YES ◯	NO ◯				
21. Covered trash containers throughout	YES ◯	NO ◯				
22. GFCI Protection within 6' 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

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Corridors, exits and stairs free of storage or other obstructions	YES ◯	NO ◯				
2. All dead-end corridors properly labeled	YES ◯	NO ◯				
3. Exit signs and lights in place and working properly	YES ◯	NO ◯				
4. Smoke/fire doors kept closed	YES ◯	NO ◯				
5. Emergency lighting in place/tested/ operating properly	YES ◯	NO ◯				
6. Fire extinguishers provided and tagged	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. Proper lighting	YES ◯	NO ◯				

▷ SECTION E - CAFETERIA/ KITCHEN

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Hood and duct fire 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 ◯				
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 ◯				

▷ SECTION E - CAFETERIA/ KITCHEN (cont.)

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

▷ SECTION G - SCIENCE ROOMS/LABS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Heat/smoke detectors present where open flame used	YES ◯	NO ◯				
2. Non-asbestos fire blankets provided	YES ◯	NO ◯				
3. Emergency eyewash provided/tested regularly	YES ◯	NO ◯				
4. Emergency shower provided/tested regularly	YES ◯	NO ◯				
5. Safety goggles provided and used	YES ◯	NO ◯				
6. Fire extinguisher with current tag	YES ◯	NO ◯				
7. First aid kit provided/maintained	YES ◯	NO ◯				
8. Chemical containers labeled and stored properly	YES ◯	NO ◯				
9. Material Safety Data Sheets (MSDS) for all chemicals	YES ◯	NO ◯				
10. Posted lab safety rules/procedures	YES ◯	NO ◯				
11. Good housekeeping	YES ◯	NO ◯				
12. Emergency gas shutoffs in each lab	YES ◯	NO ◯				
13. GFCI Protection within 6' of sinks, etc.	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-base, 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 I - INDUSTRIAL ARTS/SHOP

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Smoke/heat detectors provided	YES ◯	NO ◯				
2. Sprinkler system provided/serviced and tagged	YES ◯	NO ◯				
3. Fire extinguisher(s) with current tag	YES ◯	NO ◯				
4. Non-asbestos fire blanket	YES ◯	NO ◯				
5. Emergency eyewash provided and tested	YES ◯	NO ◯				
6. Emergency shower provided/tested regularly (if needed)	YES ◯	NO ◯				
7. Safety glasses provided and used	YES ◯	NO ◯				
8. First aid kit provided and maintained	YES ◯	NO ◯				
9. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials	YES ◯	NO ◯				
10. Power shutoffs provided/accessible	YES ◯	NO ◯				
11. Lockout/tagout procedures in place	YES ◯	NO ◯				
12. Adequate equipment operating space	YES ◯	NO ◯				
13. Aisles marked around equipment	YES ◯	NO ◯				
14. Machine guards provided and used	YES ◯	NO ◯				
15. Radial arm head returns to starting position when released	YES ◯	NO ◯				
16. All electrical equipment double-insulated or grounded	YES ◯	NO ◯				
17. Electrical cords/plugs in good repair	YES ◯	NO ◯				

▷ SECTION I - INDUSTRIAL ARTS/SHOP (Cont.)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
18. Electrical panels accessible (3-feet clearance)	YES ◯	NO ◯				
19. Dust collection systems provided and maintained	YES ◯	NO ◯				
20. Good ventilation provided	YES ◯	NO ◯				
21. Spray booths filtered/sprinklers provided/ explosion-proof fixtures and boxes	YES ◯	NO ◯				
22. Good housekeeping	YES ◯	NO ◯				
23. Safety rules posted	YES ◯	NO ◯				
24. Oily rags stored in covered containers	YES ◯	NO ◯				
25. Flammables stored in flammable storage cabinet	YES ◯	NO ◯				
26. Compressed gas cylinders properly secured	YES ◯	NO ◯				
27. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided	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. Curtains/scenery treated with flame retardant	YES ◯	NO ◯				
9. Access to catwalks/elevated stairs controlled	YES ◯	NO ◯				
10. Fly weights ropes, cables in good repair	YES ◯	NO ◯				
11. Electrical wiring for stage lights grounded/ maintained	YES ◯	NO ◯				
12. Storage of combustibles limited	YES ◯	NO ◯				
13. Good housekeeping	YES ◯	NO ◯				

▷ SECTION K - LOCKER ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Emergency lights provided/maintained	YES ◯	NO ◯				
2. Access to exits in good repair	YES ◯	NO ◯				
3. Lockers secured to walls	YES ◯	NO ◯				
4. Lighting fixtures sealed	YES ◯	NO ◯				
5. GFCI Protection w/in 6' of sinks, etc.	YES ◯	NO ◯				
6. Housekeeping is adequate	YES ◯	NO ◯				
7. No lint buildup behind clothes dryers	YES ◯	NO ◯				

▷ SECTION L - MAINTENANCE SHOPS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Smoke/heat detectors provided	YES ◯	NO ◯				
2. Sprinkler system provided/serviced and tagged	YES ◯	NO ◯				
3. Fire extinguisher(s) with current tag	YES ◯	NO ◯				
4. Non-asbestos fire blanket	YES ◯	NO ◯				
5. Emergency eyewash provided and tested	YES ◯	NO ◯				
6. Emergency shower provided and tested (if needed)	YES ◯	NO ◯				
7. Safety glasses provided and used	YES ◯	NO ◯				
8. First aid kit provided and maintained	YES ◯	NO ◯				
9. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials	YES ◯	NO ◯				
10. Power shutoffs provided/accessible	YES ◯	NO ◯				
11. Lockout/tagout procedures in place	YES ◯	NO ◯				
12. Adequate equipment operating space	YES ◯	NO ◯				
13. Aisles marked around equipment	YES ◯	NO ◯				
14. Machine guards provided and used	YES ◯	NO ◯				
15. Radial arm head returns to starting position when released	YES ◯	NO ◯				
16. All electrical equipment double-insulated or grounded	YES ◯	NO ◯				
17. Electrical cords/plugs in good repair	YES ◯	NO ◯				
18. Electrical panels accessible (3-feet clearance)	YES ◯	NO ◯				

▷ SECTION L - MAINTENANCE SHOPS (Cont.)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
19. Good ventilation provided	YES ◯	NO ◯				
20. Dust collection systems provided and maintained	YES ◯	NO ◯				
21. Spray booths filtered/sprinklers provided/ explosion proof fixtures and boxes	YES ◯	NO ◯				
22. Housekeeping is adequate	YES ◯	NO ◯				
23. Safety rules posted	YES ◯	NO ◯				
24. Flammables stored in flammable storage cabinet	YES ◯	NO ◯				
25. Flammables kept away from open flame, hot surfaces and electrical exposure	YES ◯	NO ◯				
26. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided	YES ◯	NO ◯				
27. Ladders in good repair	YES ◯	NO ◯				
28. Only fiberglass or wood ladders used near electrical exposures	YES ◯	NO ◯				
29. Oily rags and mops stored in covered containers.	YES ◯	NO ◯				
30. Compressed gas cylinders properly secured	YES ◯	NO ◯				

▷ SECTION M -HOME ECONOMICS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Smoke/heat detectors provided	YES ◯	NO ◯				
2. Non-asbestos fire blanket provided	YES ◯	NO ◯				
3. Fire extinguisher available/tagged	YES ◯	NO ◯				
4. Electrical cords/plugs in good repair	YES ◯	NO ◯				
5. Emergency gas shut-offs provided/ accessible	YES ◯	NO ◯				
6. Safety rules posted	YES ◯	NO ◯				
7. GFCI Protection within 6' of sinks, etc.	YES ◯	NO ◯				

▷ SECTION N - BUILDING EXTERIOR

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Sidewalks in good repair	YES ◯	NO ◯				
2. Parking lots in good repair	YES ◯	NO ◯				
3. Handrails provided on all steps	YES ◯	NO ◯				
4. Weeds, trees, shrubs, trash adequately controlled	YES ◯	NO ◯				
5. No broken windows	YES ◯	NO ◯				
6. Brickwork in good condition	YES ◯	NO ◯				

▷ SECTION 0 - SECURITY

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

▷ SECTION P - TRANSPORTATION

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Vehicle use restricted only to official school activities	YES ◯	NO ◯				
2. Keys removed and vehicles locked when not in use	YES ◯	NO ◯				
3. Scheduled maintenance of owned and non-owned vehicles used in school activities	YES ◯	NO ◯				
4. Vehicle maintenance documented	YES ◯	NO ◯				
5. Vehicles have current registration	YES ◯	NO ◯				
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Dept. of Transportation (state laws may vary)	YES ◯	NO ◯				
7. US Department of Transportation # posted prominently in applicable vehicles	YES ◯	NO ◯				
8. Seat belt policy strictly enforced for drivers and passengers	YES ◯	NO ◯				
9. Driver Training for vans with a passenger capacity of 15 or more (state laws may vary); usses; 1-ton trucks or larger; semi truck/trailer rigs	YES ◯	NO ◯				
10. School policy forbidding staff and/or students in back of pickups and/or trucks	YES ◯	NO ◯				
11. Drivers required to utilize approved routes	YES ◯	NO ◯				
12. Drivers not allowed to carry unauthorized passengers	YES ◯	NO ◯				
13. Drivers complete daily vehicle check-off list	YES ◯	NO ◯				
14. Drivers complete a driver's application form	YES ◯	NO ◯				
15. Drivers at least 21 years of age	YES ◯	NO ◯				
16. Drivers in good health	YES ◯	NO ◯				
17. Driver's license current and suitable for the type of vehicle being driven	YES ◯	NO ◯				
18. No more than two traffic citations during the past three years	YES ◯	NO ◯				

▷ SECTION P - TRANSPORTATION (Cont.)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
19. No at-fault accidents during the past three years	YES ◯	NO ◯				

▷ SECTION Q - FIRST AID

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Doctor on premises	YES ◯	NO ◯				
2. Nurse on premises	YES ◯	NO ◯				
3. Specific area set aside for medical aid	YES ◯	NO ◯				
4. Cross-section of staff currently first aid/CPR trained	YES ◯	NO ◯				
5. Log of injuries, sickness and treatments kept	YES ◯	NO ◯				
6. Log of incidents and accidents kept (OSHA 300 and 301)	YES ◯	NO ◯				
7. All medicines and equipment locked away and strictly controlled	YES ◯	NO ◯				
8. First aid kits readily accessible and located throughout the school facilities	YES ◯	NO ◯				
9. First aid supplies and medications replenished as needed and checked yearly for date of expiration	YES ◯	NO ◯				

▷ 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 ◯				
2. Training documented	YES ◯	NO ◯				
3. Chemical/Hazardous Material training provided	YES ◯	NO ◯				
4. Material Safety Data Sheets (MSDS) maintained for all chemicals	YES ◯	NO ◯				
5. Fall protection equipment used per OSHA standards	YES ◯	NO ◯				
6. Lockout/tagout policy in place	YES ◯	NO ◯				

▷ SECTION S - PLAYGROUNDS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Playground complies with Consumer Product Safety Commission guidelines	YES ◯	NO ◯				
2. Resilient materials beneath equipment	YES ◯	NO ◯				
3. Adequate separation from equipment	YES ◯	NO ◯				
4. No splinters or projections	YES ◯	NO ◯				
5. Equipment and surfaces inspected and maintaned	YES ◯	NO ◯				
6. Supervision present	YES ◯	NO ◯				

▷ SECTION T - ACTIVITIES/FIELD TRIPS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Field Trip Pre-Planning (See the Field Trip/ Outing Planner at www.AdventistRisk.org)	YES ◯	NO ◯				
2. Permission slips obtained	YES ◯	NO ◯				
3. Medical release forms available in each vehicle	YES ◯	NO ◯				
4. Ample supervision provided for all activities	YES ◯	NO ◯				
5. Knowledgeable supervision for each activity	YES ◯	NO ◯				
6. Protective equipment used as required by specific activities	YES ◯	NO ◯				
7. Sports activities require warm up period	YES ◯	NO ◯				

▷ SECTION U - SUPERVISION

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Experienced supervisors in charge of all activities	YES ◯	NO ◯				
2. Supervisors required to demonstrate proficiency in activity they supervise	YES ◯	NO ◯				
3. Supervisors for hazardous activities professionally trained	YES ◯	NO ◯				
4. Supervisors for extra hazardous activities professional trained and certified (where applicable)	YES ◯	NO ◯				
5. Supervision for off-premises school activities	YES ◯	NO ◯				