



# SCHOOL SELF-INSPECTION FORM



School \_\_\_\_\_ Date \_\_\_\_\_

Evaluator \_\_\_\_\_ Number of Students \_\_\_\_\_ Dorm Students \_\_\_\_\_

	Yes	No	Description	Location	Recommendations Made	Date Corrected
<b>Section A</b>			<b>General</b>			
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, as applicable)						
2. Evacuation Plans posted						
3. Assembly room occupant capacity posted						
4. Two fire drills conducted during first month of school. One drill per month during the remainder of the school year						
5. Fire alarm system tested during drills						
6. Automatic sprinkler systems receive annual professional maintenance						
7. Earthquake or other drills, as required by local jurisdiction						
8. Dormitory fire drills conducted at least quarterly						
9. Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)						
10. School personnel visually inspect extinguishers monthly for adequate pressure or tampering						
11. Lighting adequate						
12. Good housekeeping						
13. Doors in good repair						
14. Exit doors open in direction of exit travel						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
15. All exit doors kept unlocked during occupancy						
16. Main exit doors equipped with panic hardware						
17. Locking and chain devices prohibited on panic hardware						
18. Building free from signs of roof or pipe leakage						
19. Windows free of cracks and breaks						
20. Electrical wiring in good repair						
21. Covered trash containers throughout						
22. GFCI Protection within 6' of sinks, etc.						
<b>Section B Electrical/Mechanical Rooms</b>						
1. Multipurpose fire extinguisher provided						
2. Smoke/heat detectors provided						
3. 3-foot clearance maintained in front of and below electrical panels and equipment						
4. Room is free of flammable and combustible storage						
5. Access door fire rated and self-closing						
6. Mechanical, electrical and air-conditioning systems inspected and serviced annually						
7. Good Housekeeping						
8. No holes in walls or ceilings (poke-throughs)						
<b>Section C Corridors/Hallways</b>						
1. Corridors, exits and stairs free of storage or other obstructions						
2. All dead-end corridors properly labeled						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
3. Exit signs and lights in place and working properly						
4. Smoke/fire doors kept closed						
5. Emergency lighting in place/tested/operating properly						
6. Fire extinguishers provided and tagged						
<b>Section D Walking and Working Surfaces</b>						
1. Floor surfaces, steps, etc. in good repair						
2. Uniform step heights on stairs						
3. Handrails at all steps						
4. Handrails properly secured						
5. Mid-rails on open sides of steps						
6. Rails, mid-rails and toe boards for balconies and overhead storage						
7. Floors free of tripping hazards and slippery surfaces						
8. "Wet Floor" signs used after mopping operations						
9. Carpets free of tears and wrinkles						
10. Floor openings properly guarded						
11. Full-length glass doors and windows properly marked with trim or decals						
12. Proper lighting.						
<b>Section E Cafeteria/Kitchen</b>						
1. Hood and duct fire suppression with semi-annual service/ maintenance (tag current)						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
2. Multi-purpose extinguisher provided/tagged						
3. Vents/filters cleaned regularly – documented						
4. Smoke/heat detectors in good repair						
5. Food is not stored on floors						
6. Food in coolers/freezers covered						
7. Safety latches on all coolers/freezers						
8. Floors kept clean/free of spills						
9. Portable signs used to indicate wet floors/hazards in kitchen and lunchroom						
10. All exits clearly marked with visible approved signs						
11. Tables and chairs in good repair						
12. Unused folding chairs and tables stored in racks – not leaned against walls						
13. Periodic knife sharpening						
14. Steel mesh gloves used when cutting foods						
15. Bowl lock handles operable and used on Hobart mixers						
16. Hot water tanks secured and equipped with pressure relief valves						
17. Hot Foods Held Above 140°F. (60°C.)						
18. Cold Foods Held Below 40°F. (4.4°C.)						
19. Freezer At 0°F. (-17.8°C.)						
20. GFCI Protection within 6' of sinks, etc.						
<b>Section F</b>			<b>Offices/Workrooms</b>			
1. Fire extinguisher available/tagged						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
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 housekeeping in storage rooms						
7. Good ergonomic positioning of computer workstations						
8. Adequate access to equipment						
<b>Section G</b>						
<b>Science Rooms/Labs</b>						
1. Heat/smoke detectors present where open flame used						
2. Non-asbestos fire blankets provided						
3. Emergency eyewash provided/tested regularly						
4. Emergency shower provided/tested regularly						
5. Safety goggles provided and used						
6. Fire Extinguisher with current tag						
7. First aid kit provided/maintained						
8. Chemical containers labeled and stored properly						
9. Material Safety Data Sheets (MSDS) for all chemicals						
10. Posted lab safety rules/procedures						
11. Good housekeeping						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
12. Emergency gas shutoffs in each lab						
13. GFCI Protection within 6' of sinks, etc.						
<b>Section H</b>						
<b>General Classrooms</b>						
1. Aisles and lanes free of electrical cords, phone cords or other hazards						
2. Finger guards on paper cutters, and cutting arm stays up when raised and released						
3. Hazardous chemicals stored in locked cabinets or out of the reach of children						
4. Audiovisual equipment strapped to wide-base, stable carts						
5. Good housekeeping in storage closets						
6. GFCI Protection within 6' of sinks, etc.						
7. No extension cords used (limited power strip use acceptable)						
8. Evacuation Plans posted in each classroom						
9. Fire retardant paper used for decorations						
<b>Section I</b>						
<b>Industrial Arts/Shop</b>						
1. Smoke/heat detectors provided						
2. Sprinkler system provided/serviced and tagged						
3. Fire extinguisher(s) with current tag						
4. Non-asbestos fire blanket						
5. Emergency eyewash provided and tested						
6. Emergency shower provided/tested regularly (if needed)						
7. Safety glasses provided and used						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
8.			First aid kit provided and maintained			
9.			Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials			
10.			Power shutoffs provided/accessible			
11.			Lockout/tagout procedures in place			
12.			Adequate equipment operating space			
13.			Aisles marked around equipment			
14.			Machine guards provided and used			
15.			Radial arm head returns to starting position when released			
16.			All electrical equipment double-insulated or grounded			
17.			Electrical cords/plugs in good repair			
18.			Electrical panels accessible (3-foot clearance)			
19.			Dust collection systems provided and maintained			
20.			Good ventilation provided			
21.			Spray booths filtered/sprinklers provided/explosion-proof fixtures and boxes			
22.			Good housekeeping			
23.			Safety rules posted			
24.			Oily rags stored in covered containers			
25.			Flammables stored in flammable storage cabinet			
26.			Compressed gas cylinders properly secured			

	Yes	No	Description	Location	Recommendations Made	Date Corrected
27. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided						
<b>Section J</b>			<b>Gymnasiums/Auditoriums</b>			
1. Emergency lighting provided and maintained						
2. Lighted exit signs provided and maintained						
3. Fire extinguishers properly located/tagged						
4. Access to exits unobstructed						
5. Bleachers/seating in good repair						
6. Smoke/heat detectors over stage						
7. Sprinklers over stage						
8. Curtains/scenery treated with flame retardant						
9. Access to catwalks/elevated stairs controlled						
10. Fly weights ropes, cables in good repair						
11. Electrical wiring for stage lights grounded/maintained						
12. Storage of combustibles limited						
13. Good housekeeping						
<b>Section K</b>			<b>Locker Rooms</b>			
1. Emergency lights provided/maintained						
2. Access to exits in good repair						
3. Lockers secured to walls						
4. Lighting fixtures sealed						
5. GFCI Protection w/in 6' of sinks, etc.						
6. Housekeeping is adequate						



	Yes	No	Description	Location	Recommendations Made	Date Corrected
7. No lint buildup behind clothes dryers						
<b>Section K</b>			<b>Maintenance Shops</b>			
1. Smoke/heat detectors provided						
2. Sprinkler system provided/serviced and tagged						
3. Fire extinguisher(s) with current tag						
4. Non-asbestos fire blanket						
5. Emergency eyewash provided and tested						
6. Emergency shower provided and tested (if needed)						
7. Safety glasses provided and used						
8. First aid kit provided and maintained						
9. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials						
10. Power shutoffs provided/accessible						
11. Lockout/tagout procedures in place						
12. Adequate equipment operating space						
13. Aisles marked around equipment						
14. Machine guards provided and used						
15. Radial arm head returns to starting position when released						
16. All electrical equipment double-insulated or grounded						
17. Electrical cords/plugs in good repair						
18. Electrical panels accessible (3-foot clearance)						
19. Good ventilation provided.						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
20. Dust collection systems provided and maintained						
21. Spray booths filtered/sprinklers provided/explosion proof fixtures and boxes						
22. Housekeeping is adequate						
23. Safety rules posted						
24. Flammables stored in flammable storage cabinet						
25. Flammables kept away from open flame, hot surfaces and electrical exposure						
26. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided						
27. Ladders in good repair						
28. Only fiberglass or wood ladders used near electrical exposures						
29. Oily rags and mops stored in covered containers.						
30. Compressed gas cylinders properly secured						
<b>Section L Home Economics</b>						
1. Smoke/heat detectors provided						
2. Non-asbestos fire blanket provided						
3. Fire extinguisher available/tagged						
4. Electrical cords/plugs in good repair						
5. Emergency gas shut-offs provided/accessible.						
6. Safety rules posted						
7. GFCI Protection within 6' of sinks, etc.						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
<b>Section M</b>			<b>Building Exterior</b>			
1. Sidewalks in good repair						
2. Parking lots in good repair						
3. Handrails provided on all steps						
4. Weeds, trees, shrubs, trash adequately controlled						
5. No broken windows						
6. Brickwork in good condition						
<b>Section N</b>			<b>Security</b>			
1. Employment applications required						
2. Employee background checks performed						
3. Facility access controlled (fenced and gated)						
4. Key control measures in effect						
5. Facility periodically re-keyed						
6. Night watch						
7. Lighting adequate						
8. Written weapons policy						
9. Shrubbery trimmed to eliminate shadows/hiding areas						
<b>Section O</b>			<b>Employee Safety</b>			
1. Adult and student employees trained and experienced for tasks/equipment operated, etc.						
2. Training documented						
3. Chemical/Hazardous Material training provided						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
4. Material Safety Data Sheets (MSDS) maintained for all chemicals						
5. Fall protection equipment used per OSHA standards						
6. Lockout/tagout policy in place						
<b>Section P</b>						
<b>Transportation</b>						
1. Scheduled maintenance of owned and non-owned vehicles used in school activities						
2. Vehicle maintenance documented						
3. Vehicles have current registration						
4. Vehicle use restricted only to official school activities						
5. Keys removed and vehicles locked when not in use						
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Department of Transportation (state laws may vary)						
7. US Department of Transportation # posted prominently in applicable vehicles						
8. Seat belt policy strictly enforced for drivers and passengers						
9. Driver Training for vans with a passenger capacity of 15 or more (state laws may vary); busses; 1-ton trucks or larger; semi truck/trailer rigs						
10. Policy forbidding staff and/or students in back of pickups and/or trucks						
11. Drivers required to adhere to approved routes						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
12. Drivers not allowed to carry unauthorized passengers						
13. Drivers complete daily vehicle check-off list						
14. Drivers complete a driver's application form						
15. Drivers at least 21 years of age						
16. Drivers in good health						
17. Driver's license current and suitable for the type of vehicle being driven						
18. No more than two traffic citations during the past three years						
19. No at-fault accidents during the past three years						
<b>Section Q</b> <b>First Aid</b>						
1. Specific area set aside for medical aid						
2. All medicines and equipment locked away and strictly controlled						
3. Each activity accompanied by adult supervisors certified in first aid						
4. First aid kits located throughout the school facilities						
<b>Section R</b> <b>Playgrounds</b>						
1. Playground complies with Consumer Product Safety Commission guidelines (Download free <i>Handbook for Public Playground Safety</i> at <a href="http://www.cpsc.gov">http://www.cpsc.gov</a> )						
2. Resilient materials beneath equipment						
3. Adequate separation from equipment						

	Yes	No	Description	Location	Recommendations Made	Date Corrected
4. No splinters or projections						
5. Equipment and surfaces inspected and maintained						
6. Supervision present						
<b>Section S</b>						
<b>Activities/Field Trips</b>						
1. Field Trip Pre-Planning (See the Field Trip/Outing Planner at <a href="http://www.adventistrisk.org">www.adventistrisk.org</a> )						
2. Permission Slips obtained						
3. Medical Release Forms available in each vehicle						
4. Ample supervision provided for all activities						
5. Knowledgeable supervision for each activity						
6. Protective equipment used as required by specific activities						
7. Sports activities require warm up period						