

**Safety Inspection Checklist - Exterior Areas**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	
<b>Bus drop off areas</b>			
Sidewalks, steps, entrances well maintained			
Free of debris			
Protected from traffic			
Holes or protrusions			
Supervised			
<b>Exterior Structures</b>			
Doors & windows condition			
Doors & windows unobstructed			
Outside lighting			
Gutters & down spouts			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b>Parking Lots</b>			
Free of debris			
Adequate markings			
Holes or protrusions			
Adequate Lighting: protective covering & properly installed			
Extension Cords			

<b>Playgrounds/Ball Fields/Lawns</b>			
Holes or protrusions in grounds			
Tree branches and roots.			
Fences sound			
Sidewalks, steps, entrances well maintained			
Free of debris			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
Equipment, etc.			
<b>Restrooms</b>			
Toilets & sinks are sanitary			
Trash properly disposed			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b>Storage rooms/Buildings</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
Ventilation			
Temperature			
Chemicals: labels & properly stored			
Adequate Lighting: protective covering & properly installed			
Extension Cords			

**Safety Inspection Checklist - Classrooms**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	
<b><u>Classrooms</u></b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces			
Housekeeping			
Chemicals: labeled & stored properly			
Evacuation routes posted			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b><u>Floors</u></b>			
Water, oil, soap spills, etc.			
Highly polished surfaces			
Torn or loose coverings			
Rough or splintered surfaces			
Protruding nails, screws, etc.			
Holes and depressions			
Unevenness			
Runners, scatter rugs, ragged floor mats			
Chair mats			
Walking obstructions			
Adequate Lighting: protective covering & properly installed			

<b><u>Restrooms, if within classroom</u></b>			
Toilets & sinks sanitary			
Trash properly disposed			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b><u>Storage rooms/Closets</u></b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
Ventilation			
Temperature			
Chemicals: labeled & properly stored			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b><u>Work rooms</u></b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces			
Housekeeping			
Chemicals: labeled & properly stored			
Evacuation routes posted			
Adequate Lighting: protective covering & properly installed			
Extension Cords			



**Safety Inspection Checklist - Gym/locker Rooms**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	
<b>Gym/Locker rooms</b>			
Shower, toilets & sinks are sanitary			
Seating/benches			
Trash properly disposed			
Adequate Lighting: protective covering & properly installed			
Evacuation routes posted			
Extension Cords			
<b>Floors</b>			
Water, oil, soap spills, etc.			
Highly polished surfaces			
Torn or loose coverings			
Rough or splintered surfaces			
Protruding nails, screws, etc.			
Holes and depressions			
Unevenness			
Runners, scatter rugs, ragged floor mats			
Chair mats			
Walking obstructions			
Adequate Lighting: protective covering & properly installed			

<b>Office(s)</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces			
Housekeeping			
Chemicals: labeled & properly stored			
Fire exits & evacuation routes posted			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b>Storage rooms/Closets</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
Ventilation			
Temperature			
Chemicals: labeled & properly stored			
Adequate Lighting: protective covering & properly installed			
Extension Cords			

**Safety Inspection Checklist - Kitchens/cafeterias**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	
<b>Kitchens/Cafeterias</b>			
Fire alarm accessible			
Fire doors properly working			
Chemicals properly stored			
Shelves not overloaded			
Safe storage of sharp utensils			
Electrical cords			
Adequate Lighting: protective covering & properly installed			
Evacuation routes posted			
Working surfaces			
Extension Cords			
<b>Floors</b>			
Water, oil, soap spills, etc.			
Highly polished surfaces			
Torn or loose coverings			
Rough or splintered surfaces			
Protruding nails, screws, etc.			
Holes and depressions			
Unevenness			
Runners, scatter rugs, ragged floor mats			
Chair mats			
Walking obstructions			



Adequate Lighting: protective covering & properly installed			
<b>Restrooms</b> (high school only)			
Toilets & sinks sanitary			
Trash properly disposed			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b>Storage rooms/Closets</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
Ventilation			
Temperature			
Chemicals: labeled & properly stored			
Adequate Lighting: protective covering & properly installed			
Extension Cords			

**Safety Inspection Checklist - Library, Library Offices & Server and Storage Rooms**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	
<b>Library</b> (includes office area)			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces			
Housekeeping			
Chemicals: labeled & properly stored			
Evacuation routes posted			
Adequate Lighting: protective covering &			
Extension Cords			
<b>Floors</b>			
Water, oil, soap spills, etc.			
Highly polished surfaces			
Torn or loose coverings			
Rough or splintered surfaces			
Protruding nails, screws, etc.			
Holes and depressions			
Unevenness			

Runners, scatter rugs, ragged floor mats			
Chair mats			
Walking obstructions			
Adequate Lighting: protective covering &			
<b>Storage rooms/Closets</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
Ventilation			
Temperature			
Chemicals: labeled & properly stored			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
<b>Work rooms</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces, height adjustment			
Housekeeping			
Chemicals: labeled & properly stored			
Fire exits & evacuation routes posted			
Adequate Lighting: protective covering &			
Extension Cords			

**Safety Inspection Checklist - Building Office Groupings,  
 includes Health Rooms, Etc.**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	

<b>Office</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces			
Housekeeping			
Chemicals: labeled & properly stored			
Evacuation routes posted			
Adequate Lighting: protective covering &			
Extension Cords			
<b>Floors</b>			
Water, oil, soap spills, etc.			
Highly polished surfaces			
Torn or loose coverings			
Rough or splintered surfaces			
Protruding nails, screws, etc.			
Holes and depressions			
Unevenness			
Runners, scatter rugs, ragged floor mats			
Chair mats			
Walking obstructions			
Adequate Lighting: protective covering &			
<b>Restrooms/Health Room</b>			
Toilets & sinks sanitary			

Trash properly disposed			
Adequate Lighting: protective covering &			
Extension Cords			
<b>Storage rooms/Closets</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
Ventilation			
Temperature			
Chemicals: labeled & properly stored			
Adequate Lighting: protective covering &			
Extension Cords			
<b>Work rooms</b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces, height adjustment			
Housekeeping			
Chemicals: labeled & properly stored			
Fire exits & evacuation routes posted			
Adequate Lighting: protective covering &			
Extension Cords			

**Safety Inspection Checklist - Custodial/Maintenance Areas**

CAMPUS: \_\_\_\_\_ DATE INSPECTED: \_\_\_\_\_

INSPECTOR(S): \_\_\_\_\_

Locations	Hazard Exists		Comments & Recommendations
	YES	NO	
<b><u>Custodial/Maintenance areas</u></b>			
Oil or grease spills			
Equipment			
Hand tools			
Ladders			
Adequate Lighting: protective covering & properly installed			
Extension Cords			
Fire doors properly working			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces			
Housekeeping			
Chemicals: labeled & properly stored			
Fire exits & evacuation routes posted			
<b><u>Floors/Stairways, main hallways</u></b>			
Water, oil, soap spills, etc.			
Highly polished surfaces			

Torn or loose coverings			
Rough or splintered surfaces			
Protruding nails, screws, etc.			
Handrails			
Adequate lighting: protective covering & properly installed			
Treads			
Holes and depressions			
Unevenness			
Runners, scatter rugs, ragged floor mats			
Chair mats			
Walking obstructions			
Extension Cords			
<b><u>Work rooms/Buildings</u></b>			
Shelves: safe & properly stacked			
Stacked materials visible and/or marked			
Door clearances open			
“Blind” corners			
Desk & file cabinet drawers			
Furniture			
Glare and reflection			
Ventilation			
Temperature			
Working surfaces, height adjustment			
Housekeeping			
Chemicals: labeled & properly stored			
Fire exits & evacuation routes posted			
Adequate Lighting: protective covering & properly installed			
Extension Cords			