

# School Safety Checklist

Building \_\_\_\_\_

Date \_\_\_\_\_ Inspector \_\_\_\_\_

## Entrance

	YES	NO	ACTION TO BE TAKEN
Lighting adequate with no shadows			
All exit lights working			
Inclement weather protection (mats, wet floor signs available, etc.)			
Threshold plates secure			
Handrails secure			
Safety glass in doors			
Free of obstructions			

## Stairs and Hallways

	YES	NO	ACTION TO BE TAKEN
Housekeeping adequate			
Lighting adequate			
Treads in good repair—nonskid			
Landings free of obstacles			
Ramps with non-skid surface			
Hallways free of obstacles			
Lockers secure and in good condition			
Handrails in good repair			

## Classrooms

	YES	NO	ACTION TO BE TAKEN
Housekeeping adequate			
Desks, chairs, tables in good repair			
Floor in good condition			

## Classrooms (continued)

	YES	NO	ACTION TO BE TAKEN
Electrical hazards controlled (extension cords, proper grounding, etc.)			
Adequate aisle space for quick exit			
Equipment secured and in good condition			

## Shops

	YES	NO	ACTION TO BE TAKEN
Tools in good condition—stored			
Machines guarded – good condition			
Proper storage of flammable liquids			
Ladders provided where necessary			
Heavy items on floor or bottom shelf			
Shelves adequate for load—secured			
Personal Protective Equipment provided and utilized			
Housekeeping adequate			
Safety zones marked by or near machines			
Electrical equipment grounded and in good repair			
Switches on machines in good repair			
Adequate space for operation			
Equipment secured to floor			
Welding curtains in welding area			
Shop adequately ventilated			
Proper ventilation of toxic vapors			
Personal items removed before operating equipment			

## Labs and Lab Storerooms

	YES	NO	ACTION TO BE TAKEN
Amount of chemicals and glassware kept to a minimum in work area			
Housekeeping satisfactory			
All electrical equipment grounded			
Eye protection provided and worn			
Heavy items on lower shelves			
Chemicals kept at a sufficient operating level, not overstocked			
Acids stored on bottom shelves or in acid storage cabinets			
Areas available for working other than in stock rooms			
Shelves attached to walls			
Ventilation adequate for work			
Electrical/gas control sources properly identified and secure			

## Gym/Locker Room Areas

	YES	NO	ACTION TO BE TAKEN
Lockers in good condition/secure			
Gym equipment in good condition			
Bleachers in good condition			
Shower floors clean			
Stairs/handrails in good repair/secure			
Housekeeping adequate			
Supplies properly stored/secured			
Shower controls working properly			
Adequate first aid supplies			

## Playground Equipment and Parking Lot Areas

	YES	NO	ACTION TO BE TAKEN
Playground equipment in good condition			
Parking lot lights working			
Adequate traffic control on school grounds with parking lanes properly marked			
Sidewalks in good repair			
Guardrails where needed			
Parking lot surface in good repair			
Grounds in good condition			
Trees, shrubs, etc. trimmed			
Fence in good repair			
Entrance cables in good condition			
Stadium bleacher and fields in good condition			
Tennis courts in good condition			
Adequate ground erosion measures			
Stadium score boards in good condition and covered in off season			
Playground game lanes marked			
Adequate mowing of grounds			
Grounds free of debris, glass, dried grass, leaves, weeds, tree limbs, etc.			

## Miscellaneous

	YES	NO	ACTION TO BE TAKEN
Folding doors/gates in good repair			
Door closures operating properly			
Stage areas in good condition			
Adequate first aid equipment			
Elevator working properly/inspected			

## Miscellaneous (continued)

	YES	NO	ACTION TO BE TAKEN
Custodial closets and storage areas clean			
Adequate housekeeping in cafeteria			
Slip resistant mats in dishwashing areas			
Nurses office properly equipped			
Fire alarm system operating			
Current inspection on all fire extinguishers			
All flammables properly stored			
Plans for drills and emergencies			
Building is structurally safe			
Building security system working			
Heating and air condition system in good condition and inspected			
Power rooms secured and without hazards			
Boiler rooms, power rooms, etc. not being used for storage			
Asbestos control program			

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