

# SAFETY INSPECTION CHECKLIST

Elementary Schools

(Reports due to Risk Management in the months of September, December, March & June)

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

Person Conducting Inspection \_\_\_\_\_ Quarter (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>) \_\_\_\_\_

Site Administrator: \_\_\_\_\_ Site Administrator's Signature: \_\_\_\_\_

This checklist is intended to use as a guide to look for unsafe conditions. S= Satisfactory, U= Unsatisfactory, N/A= Not Applicable, PP= Principal Priority, and WO#= Work Order Number

## PLAYGROUND EQUIPMENT

	S	U	N/A	PP	WO#
Swing sets securely anchored					
Swing set seats, chains & hooks in safe condition ("S" hooks – closed @ both ends, worn thin, etc.)					
Backstop fencing in safe condition					
Slide ladder secure					
Slides free of cracks and sharp edges					
Climbing apparatus free of sharp edges					
Adequate cushioning material under all equipment					
Chains on any other apparatus such as ring sets & climbers, paying particular attention to the end links & other points of pivot or wear					
Bolts & other fasteners for all connecting points on assembled equipment being sure that bolts are not too long & extend into the playing area					
Wood equipment: no dry rot deterioration or splinters					
Volleyball/Tetherball posts painted yellow or reflective tape					
Basketball hoops free of sharp edges; no chain nets					

## GROUNDS & FIELDS

	S	U	N/A	PP	WO#
Blacktop and sidewalks free of holes or cracks and sand/gravel					
No dirt or water flowing on sidewalk					
Area free of debris and broken glass					
Shrubs and trees – no low branches hanging over walkways					
Fencing free of sharp corners and edges					
Field is level, free of holes and foreign objects					
Sprinklers in proper repair and not protruding					
Check for exposed roots, gopher holes, broken glass or debris					
Check condition of bleacher seats					
Check condition of bleacher walkways, & bleacher side & back rails					
Check players' benches (wear, tear, etc.)					
Abrupt change of levels have handrails					
Movable soccer goals secured and anchored					
Check field fencing and backstops					
Curb clearly painted/marked i.e.: red for fire; green for loading, etc.					

## ADJACENT PROPERTIES

	S	U	N/A	PP	WO#
Adjacent vegetation not a fire or intruder concealment hazard					
Adjacent water channels free of debris that could block drainage					
Animals in adjacent property adequately contained and controlled					

**AUDITORIUM / MULTIPURPOSE ROOM**

S U N/A PP WO#

Stairs, ramps, floors and aisles are kept clean and dry					
Floors free of tripping hazards, material defects					
Seats free of splinters, torn upholstery, or loose hardware					
Stage rigging, ropes, block and tackles in good repair					
Stairs are equipped with treads and handrails					
Lighting inside and outside (working & in good condition)					
Doors, including panic devices, in good condition					
Exits properly marked and exit lights work					
Maximum Occupancy sign posted					
Emergency lighting system operating properly					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					

**CLASSROOMS/OFFICE**

S U N/A PP WO#

Exits properly marked and unobstructed					
Doors, including panic devices, operating properly					
Exit lights (working & in good condition)					
Emergency lighting system operating properly					
All bookcases over 48" properly anchored					
Stairs, ramps, floors, and aisles are kept clear and dry					
Floors free of material defects					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					
Overhead TV & Portable carts properly secured					
Paper postings & decoration must be less than 50% of wall space & not block fire sprinkler spray path					
Evacuation Maps posted in classrooms					
Cleaning Supplies removed from classroom & properly locked					
Stored items have 24" clearance from ceiling if no sprinklers; 18" if there is sprinklers					
Upholstered furniture (classroom sofas) must be labeled as fire retardant/resistant or certified of fire retardant/resistant and kept on file					
Backpacks not blocking aisles or exits					
Ceiling tiles free from damage/cracks					
Availability of MSDS (Material Safety Data Sheets)					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					

**MISCELLANEOUS**

S U N/A PP WO#

All fire extinguishers properly maintained/charged/tagged & unobstructed					
First aid kits properly stocked					
Hallway exits properly marked					
Access to electrical, gas and water shutoffs unobstructed					
Are electrical, gas and water shut off valve locations posted					
Storage of Hazardous Material Chemicals and flammable solvents properly labeled and locked					
Student medicine stored in locked cupboard					
Protective covers on light fixtures free from damage/crack					
Vertically stored items secured					
Heavy items stored on lower shelves in storage room ( <b>not above shoulder height</b> ).					

Describe any unsafe conditions not listed above.


What are you doing in the interim?
