

SCHOOL SAFETY INSPECTION REPORT

School: _____

Date: _____

Inspection Completed By: _____

A. Administrative Complex

Yes No NA

- | | | | |
|--|-------|-------|-------|
| 1. Are all machines in safe working order?..... | _____ | _____ | _____ |
| 2. Are all electrical outlets in a safe condition? | _____ | _____ | _____ |
| 3. Are there complete first aid materials available and plainly marked?..... | _____ | _____ | _____ |
| 4. Is there any improper use of extension cords? | _____ | _____ | _____ |
| 5. Other | _____ | _____ | _____ |

B. Halls and Stairways

- | | | | |
|---|-------|-------|-------|
| 1. Are halls, stairways, and ramps kept reasonably clear of stored objects?..... | _____ | _____ | _____ |
| 2. Are halls, stairways, and ramps well lighted where needed? | _____ | _____ | _____ |
| 3. Are halls, stairways, and ramps kept clean and dry so there will be no slippery spots? | _____ | _____ | _____ |
| 4. Are objects projecting into halls, stairways, and ramps well marked or protected? | _____ | _____ | _____ |
| 5. Are adequate fire extinguishers provided?..... | _____ | _____ | _____ |
| 6. Are all fire escapes in satisfactory condition?..... | _____ | _____ | _____ |
| 7. Other | _____ | _____ | _____ |

C. Building Entrances

- | | | | |
|--|-------|-------|-------|
| 1. Are outside entrances well lighted? | _____ | _____ | _____ |
| 2. Are steps and walks in good repair? | _____ | _____ | _____ |
| 3. Are exit doors well marked and exit signs in good working condition? | _____ | _____ | _____ |
| 4. Are areas inside entrances kept clear? | _____ | _____ | _____ |
| 5. Are entrance doors, which are principally of glass, clearly marked by a crash bar or other adequate marking?..... | _____ | _____ | _____ |
| 6. Are all trip hazards painted? | _____ | _____ | _____ |
| 7. Other | _____ | _____ | _____ |

D. Classrooms and Entryways

- | | | | |
|---|-------|-------|-------|
| 1. Do the doors and windows operate properly?..... | _____ | _____ | _____ |
| 2. Are windows free of cracked glass?..... | _____ | _____ | _____ |
| 3. Are dangerous projections adequately marked?..... | _____ | _____ | _____ |
| 4. Are the chairs and desks in good condition?..... | _____ | _____ | _____ |
| 5. Are electrical connections and devices safe? | _____ | _____ | _____ |
| 6. Are fire routes and fire exit directions posted? | _____ | _____ | _____ |
| 7. Other | _____ | _____ | _____ |

E. Gymnasium Area

- | | | | |
|--|-------|-------|-------|
| 1. Are glass fixtures adequately protected from kicked or thrown balls?..... | _____ | _____ | _____ |
| 2. Are exit signs working properly?..... | _____ | _____ | _____ |
| 3. Are entrances and exits that have glass areas adequately marked and protected? | _____ | _____ | _____ |
| 4. Do electrical wall or floor receptacle covers fit properly? (not protruding)?.. | _____ | _____ | _____ |
| 5. Are there any dangerous hooks protruding from walls?..... | _____ | _____ | _____ |
| 6. Are devices for raising poles and basketball goals in good order? | _____ | _____ | _____ |
| 7. Are safety signs posted?..... | _____ | _____ | _____ |
| 8. Are there any pianos, tables, or other furniture with sharp edges too close to the playing areas? | _____ | _____ | _____ |

	<u>Yes</u>	<u>No</u>	<u>NA</u>
9. Is apparatus in good condition?	_____	_____	_____
Climbing poles & attachments?.....	_____	_____	_____
Balance beam?	_____	_____	_____
Chinning Bar?	_____	_____	_____
10. Are the proper safety rules displayed?	_____	_____	_____
11. Are there complete first aid materials available and plainly marked?.....	_____	_____	_____
12. Other	_____	_____	_____
F. <u>Shower Area</u>			
1. Are there complete first aid materials available and plainly marked?.....	_____	_____	_____
2. Are shower and dressing room floors in safe (non-slippery) condition?.....	_____	_____	_____
3. Are light globes protected from water spray?	_____	_____	_____
4. Are exit signs working properly?	_____	_____	_____
5. Are locker doors in proper repair and secure to the floor?	_____	_____	_____
6. Are safety signs posted?.....	_____	_____	_____
7. Are light switches in good working order?	_____	_____	_____
8. Are the proper safety rules displayed?	_____	_____	_____
9. Other	_____	_____	_____
G. <u>Kitchen Area</u>			
1. Are the proper health certificates displayed?	_____	_____	_____
2. Is all food service equipment in a safe and sound condition?	_____	_____	_____
3. Are all floors in storage rooms free of excess materials, and clean?.....	_____	_____	_____
4. Are all floors clean and free of foreign materials?	_____	_____	_____
5. Is the garbage area neat and clean?.....	_____	_____	_____
6. Other	_____	_____	_____
H. <u>Custodial and Mechanical Rooms</u>			
1. Are the individual rooms neat and clean?	_____	_____	_____
2. Are all flammable materials stored safely?	_____	_____	_____
3. Is the heating plant for each individual building operating efficiently and safely with the appropriate inspection sheets posted?	_____	_____	_____
I. <u>Outdoor Inspection</u>			
1. Are fences adequate and in satisfactory condition?	_____	_____	_____
2. Are backstops in good condition?.....	_____	_____	_____
3. Is play area in satisfactory condition: sprinkler heads, holes, rocks, broken glass, obstructions, etc.?	_____	_____	_____
4. Is hard surface area free of rocks, gravel, and chuckholes?	_____	_____	_____
5. Does the jumping pit seem to be safe?.....	_____	_____	_____
6. Is climbing apparatus in good condition?	_____	_____	_____
7. Is overhead ladder in good condition?	_____	_____	_____
8. Are chinning bars in safe condition?.....	_____	_____	_____
9. Are swings in safe condition?	_____	_____	_____
10. Are bicycle racks in good condition?.....	_____	_____	_____
11. Other	_____	_____	_____
J. <u>Instructional Aids</u>			
1. Are all projection carts in good operating condition?.....	_____	_____	_____
2. Are proper types of carts being used?.....	_____	_____	_____
3. Is electrical equipment being used in a safe manner?	_____	_____	_____
4. Is all instructional equipment stored properly?	_____	_____	_____