

BUILDING INSPECTION REPORT

SCHOOL: _____

BUILDING: _____

DATE: _____ INSPECTOR: _____

Check item in OK if correct, and note in REMARKS when problems found.

OK?	ITEM TO BE INSPECTED	REMARKS (Continue on rear if needed)
	Fire alarm systems inspected & operable	
	Fire sprinkler systems inspected & operable	
	Fire extinguishers inspected & operable	
	Security systems inspected and operable	
	Floor & aisles maintained free of slip & trip hazards	
	Ceilings & fixtures maintained	
	Walls with no protrusions or exposed sharp edges	
	Stairways free of slip & trip hazards	
	Outside walkways and parking lots free of slip & trip hazards	
	Outside lighting adequate & maintained	
	Safety glass used in high traffic areas	
	Handrails secure and free of sharp edges & splinters	
	Windows operate properly with no cracked glass	
	Doors operate properly with no cracked glass	
	Furniture structurally sound, not excessively worn	
	Lockers without sharp edges or corners	
	Cabinets and shelves secured to wall or floor	
	Computers/equipment secured from theft & falling	
	Fire evacuation routes posted	
	First aid supplies available & adequate	
	Exit signs lit and exit ways marked & clear	
	Interior lighting adequate & maintained	
	Emergency lighting adequate & maintained	
	Electrical breaker panels with 36" clearance in front	
	Electrical extension cords used properly	
	No other electrical system problems noted	
	Good housekeeping maintained	
	Heavy items stored on lower shelves	
	Custodial closets locked	
	Mats used properly & maintained free of slip & trip hazards	
	No ventilation problems noted	
	No leaks noted	
	Chemicals stored appropriately	
	Regulatory & hazard signs posted	

REPAIR PRIORITY:

1 – Imminent Hazard
(Repair Immediately)

2 – Scheduled Maintenance
(Repair Next Visit)

3 – Planning
(To Admin. for \$)

DATE REPAIRS COMPLETED: _____ BY: _____
(Note Items Repaired)