

BUILDING SAFETY INSPECTION REPORT

Date:

School:

Building (Street Address clearly marked and visible from the street):

INSPECTOR(S): _____

ITEMS TO BE INSPECTED	REMARKS	✓	REPAIR PRIORITY
Fire alarm system professionally inspected every 12 months			
Fire sprinkler system professionally inspected every 12 months			
Fire extinguishers are accessible and visually checked monthly and are professionally inspected, serviced and tagged every 12 months			
Kitchen fire suppression system professionally serviced and inspected every 6 months			
Kitchen hood and duct system professionally cleaned at least on an annual basis			
Security system has an annual confidence test performed			
Stairways/steps are clear and free of slip/trip hazards, equipped with anti-slip treads and handrails and are properly lighted			
Floors & aisles free of slip/trip hazards (wet floor signs available), and clear of storage and obstructions			
Outside walkways and parking lots free of slip/trip hazards, and properly lighted			
Fire hydrants on property are visible and accessible at all times, with 3 feet of clearance on all sides and NO parking within 10 feet			
Safety glass used in traffic areas			
Building interior surfaces are free of moisture problems, water damage or mold			
Doors and windows operate properly with no cracked glass			
Emergency evacuation routes are posted in occupied areas			
All exit doors are in proper working condition (unlocked and unobstructed)			
Custodial closets are kept locked			
All exits are properly marked and all exit corridors are free of obstructions that would hinder egress of the building			
Cabinets and shelves (4 feet or taller) are secured to the wall			
Disaster supplies are available			

ITEMS TO BE INSPECTED	REMARKS	✓	REPAIR PRIORITY
First aid kits are available and are kept stocked, including assorted size Nitrile disposable gloves			
AED(s) is operational and pads are not past their expiration date			
Exit signs lit at all times, and function tested in both normal and emergency power mode			
Interior lighting is adequate and is well maintained			
Emergency lighting is in operable condition. Battery back-ups are operational			
Electrical Breaker Panels have 36" clearance in front, and all breakers are labeled			
Only Heavy Duty (14 gauge/15 amp minimum) grounded undamaged extension cords can be used. Extension cords are only for temporary use with portable appliances and unplugged daily			
Only UL labeled surge protectors shall be used when additional outlets are needed. (No daisy chaining Surge Protectors.)			
No electrical system problems noted			
Decorations do not exceed 20% of the wall and 10% of the door surface. All storage is at least 24" below the ceiling or 18 inches below sprinkler heads, and ceiling spanning decorations are not permitted			
Electrical receptacles are properly grounded. Ground fault circuit interrupter (GFCI) devices are provided on all electrical receptacles within 6 feet of sinks and other grounding sources			
Walk-off Mats are placed at all entrances			
No HVAC system problems noted			
Good housekeeping and labeling maintained in all Maintenance, Custodial and Boiler areas			
All flammables/combustible liquids, and chemicals are stored (segregated) properly, and are properly (GHS) labeled			
Safety Data Sheets (SDS) are current and readily accessible			
Bulletin board with L&I required posters present			
Dumpsters are at least 5 feet from combustible walls and overhangs			
Playground equipment and surface material maintained in good condition			
Fences and gates are in good repair			

PRIORITY-1
Imminent Hazard

PRIORITY-2
Repair by next visit

PRIORITY-3
Planning-forwarded to Admin.