

6 Month Facility Safety Inspection Report

School/Site _____ Date _____

This form is a reminder of general areas and items to be inspected. Check each item “acceptable” or “needs attention.” All “needs attention” items shall include location.

Area Inspected	Location(s)	Acceptable	Needs Attention	Work Order
<u>Grounds</u>				
Condition of steps				
Condition of walkways				
Condition of parking areas				
Handrails on all steps and ramps				
Security lights				
Holes in lawn				
Debris on grounds				
Condition of seats/bleachers				
<u>General Areas</u>				
Condition of floors				
HVAC condensation/leaks				
Floors not slippery				
Floor openings properly covered				
Water piping system				
Waste piping system				
Steam piping system				
Air piping system				
Loading dock				
Waste disposal area(s)				
Adequate lighting in all areas				
Handrails secure				
Stair tread secure				
<u>Outside Plumbing</u>				
Sewer				
Gutter				
Drains				
Downspouts				
<u>Inside Plumbing</u>				
Toilets				
Sinks				
Drains				
Fixtures				

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Area Inspected	Location(s)	Acceptable	Needs Attention	Work Order
<u>Emergency Procedures</u>				
Written procedures				
Emergency call list posted				
Personnel trained for				
First-aid facilities				
First-aid personnel				
<u>Material Storage</u>				
Storage areas kept clean				
Material properly stacked				
Proper lighting				
Flammable materials properly				
Material properly labeled				
<u>Machinery/Equipment</u>				
Condition of ladders				
Operating instructions posted				
Guards in place				
Personal protective equipment				
Condition of hand tools				
Condition of power tools				
Is machinery/equipment clean?				
Belts guarded in place				
<u>Electrical</u>				
Electrical circuits properly fused				
Condition of extension cords				
Extension cords not used				
Wiring properly covered				
Condition of lights and fixtures				
Control panels accessible				
Condition of switches				
Condition of outlets				

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Area Inspected	Location(s)	Acceptable	Needs Attention	Work Order
<u>Outside Electrical</u>				
Lights				
Power				
Lines and Poles				
<u>Inside Carpentry</u>				
Windows				
Doors				
Floors				
Painting				
<u>Outside Carpentry</u>				
Roof				
Painting				
Doors				
Windows				
<u>Grounds</u>				
Shrubs				
Trees				
Fencing				
Playground				
Playground Equipment				
Playground Poles				
<u>Fire Protection</u>				
Sprinkler valves accessible				
Sprinkler valves sealed open				
Fire alarm boxes unobstructed				
Adequate number and type of fire extinguishers				
Fire extinguishers properly maintained				
Standpipe and hose unobstructed and in good condition				
Automatic systems in kitchen(s) properly maintained				
Emergency lighting system				

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Area Inspected	Location(s)	Acceptable	Needs Attention	Work Order
<u>Employees</u>				
Lifting properly				
Utilizing personal protective				
Using proper tool for the job				
Following prescribed job				
<u>Other</u>				
<u>Comments:</u>				

Signature

Date

Review/Revised:6/17/2019