



## SPENCER COUNTY PUBLIC SCHOOLS BUILDING SAFETY INSPECTION CHECKLIST

NAME OF SCHOOL:

Hillview

DATE INSPECTION CONDUCTED:

INSPECTOR'S NAME & TITLE:

1-10-12  
Brenda K. Sharp (Austrian)

**INSTRUCTIONS:** This checklist should be used for inspecting major areas related to safety and health in and around SCPS facilities. Each question should be answered either "YES", "NO", or "NA".

- Key gets hung in lock up ramp door needs to be worked on*
- Are there adequate mats at entrances? ☒ Yes ☐ No
  - Are all exterior doors tested weekly for ease of operation/locking and proper closure? ☒ Yes ☐ No
  - Do all exit doors close securely by themselves? ☒ Yes ☐ No
  - Are all exit signs in place and illuminated? ☒ Yes ☐ No
  - Are door props around exterior doors removed from premises? ☒ Yes ☐ No
  - Are all windows free of cracks and broken glass? ☒ Yes ☐ No
  - Are all HVAC equipment such as pipes, ducts, air intakes, diffusers, steam lines and other heat sources:  
(a) in good serviceable condition and well maintained? ☒ Yes ☐ No  
(b) properly insulated and separated from all combustible material by a safe distance? ☒ Yes ☐ No
  - Is the outside shut-off valve on the gas supply line marked and readily accessible? ☒ Yes ☐ No NA
  - Has the HVAC equipment been serviced within the past year? ☒ Yes ☐ No
  - Is someone on site trained and designated to render first aid, and are supplies readily available? ☒ Yes ☐ No
  - Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available?  
(a) have first aid personnel received bloodborne pathogens training? ☒ Yes ☐ No
  - Are the following areas free of accumulations of waste paper, rubbish, old furniture, stage scenery, flammable liquids and other debris?  
(a) Mechanical Rooms and Electrical Panels? ☒ Yes ☐ No ☒ NA  
(b) Stage/Doorways/Exits? ☒ Yes ☐ No ☒ NA  
(c) Dressing Rooms / Locker Rooms? ☒ Yes ☐ No ☒ NA
  - Are areas beneath stairs free of storage materials and are stairs sufficiently slip resistant? ☒ Yes ☐ No ☒ NA
  - Are all chemicals (cleaning materials, gasoline, etc..) labeled and properly stored? *yes no gasoline* ☒ Yes ☐ No ☒ NA  
(a) are MSDS sheets on file in accordance with the hazard communication program? *custodian* ☒ Yes ☐ No ☒ NA
  - Has an inventory been taken within the past year for all chemicals? Where is the inventory? *in office* ☒ Yes ☐ No ☒ NA  
(a) is the quantity of hazardous chemicals limited as much as practicable? ☒ Yes ☐ No ☒ NA
  - Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste? ☒ Yes ☐ No ☒ NA
  - Are approved metal safety cans used for gasoline and other similar liquids? ☒ Yes ☐ No ☒ NA
  - Are all electrical panels and circuits properly labeled, effectively closed, secured, and arc rated? ☒ Yes ☐ No ☒ NA
  - Are fire extinguishers available in that no more than 100 feet travel distance is required to reach one? ☒ Yes ☐ No ☒ NA
  - Have fire extinguishers been inspected or recharged within the last year? ☒ Yes ☐ No ☒ NA
  - Have the fire extinguishers been turned upside down and returned to their proper place? ☒ Yes ☐ No ☒ NA
  - Have all filters on HVAC equipment been checked? DATE: *NOT sure* ☒ Yes ☐ No ☒ NA
  - Is all floor tile and carpet intact? ☒ Yes ☐ No ☒ NA
  - Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition? ☒ Yes ☐ No ☒ NA
  - Are areas around toilets, sinks and water fountains free of leaks? ☒ Yes ☐ No ☒ NA
  - Was a separate monthly playground inspection was conducted and documented? ☒ Yes ☐ No ☒ NA

RETAIN ORIGINAL OF MONTHLY INSPECTION REPORT IN SCHOOL FILES; SUBMIT MONTHLY COPY TO:

Director of Operations, Brett N. Beaverson, 207 W. Main Street, Taylorsville, KY 40071  
Phone: 502-477-3250 Fax: 502-477-3259 Email: [brett.beaverson@spencer.kyschools.us](mailto:brett.beaverson@spencer.kyschools.us)

23. Some broken up by lock door  
(Ceiling tiles)  
There is a light cover off in first class room  
one in art classroom chipped on the corner

*Check + Repair*  
*Check + Repair*  
*Replace*  
*This was just repaired.*

Mr. Jason's room (Middle Classroom) a big  
spot on (1) Ceiling tile.

Mr. Bob's office (1) cracked Ceiling tile as  
you go in the door.