



# SPENCER COUNTY PUBLIC SCHOOLS BUILDING SAFETY INSPECTION CHECKLIST

NAME OF SCHOOL: SC HSDATE INSPECTION CONDUCTED: 1-10-13INSPECTOR'S NAME & TITLE: Jennie Harley Custodian

**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".

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| 1. Are there adequate mats at entrances?   | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 2. Are all exterior doors tested weekly for ease of operation/locking and proper closure?  | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 3. Do all exit doors close securely by themselves?   | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 4. Are all exit signs in place and illuminated?  | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 5. Are door props around exterior doors removed from premises?   | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 6. Are all windows free of cracks and broken glass?  | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 7. 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?   | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| (b) properly insulated and separated from all combustible material by a safe distance?   | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 8. Is the outside shut-off valve on the gas supply line marked and readily accessible?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 9. Has the HVAC equipment been serviced within the past year?  | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 10. Is someone on site trained and designated to render first aid, and are supplies readily available?                                       | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 11. Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available?  | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| (a) have first aid personnel received bloodborne pathogens training?   | <input checked="" type="radio"/> Yes <input type="radio"/> No    |
| 12. 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?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| (b) Stage/Doorways/Exits?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| (c) Dressing Rooms / Locker Rooms?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 13. Are areas beneath stairs free of storage materials and are stairs sufficiently slip resistant?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 14. Are all chemicals (cleaning materials, gasoline, etc.) labeled and properly stored?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| (a) are MSDS sheets on file in accordance with the hazard communication program?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 15. Has an inventory been taken within the past year for all chemicals? Where is the inventory? <u>Custodial Room</u>                        | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| (a) is the quantity of hazardous chemicals limited as much as practicable?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 16. Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 17. Are approved metal safety cans used for gasoline and other similar liquids?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 18. Are all electrical panels and circuits properly labeled, effectively closed, secured, and arc rated?                                     | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 19. Are fire extinguishers available in that no more than 100 feet travel distance is required to reach one?                                 | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 20. Have fire extinguishers been inspected or recharged within the last year?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 21. Have the fire extinguishers been turned upside down and returned to their proper place?  | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 22. Have all filters on HVAC equipment been checked? DATE: <u>12-27-12</u>   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 23. Is all floor tile and carpet intact?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 24. Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition?                                      | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 25. Are areas around toilets, sinks and water fountains free of leaks?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |
| 26. Was a separate monthly playground inspection was conducted and documented?   | <input checked="" type="radio"/> Yes <input type="radio"/> No NA |

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

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