

#### SPENCER COUNTY PUBLIC SCHOOLS **BUILDING SAFETY INSPECTION CHECKLIST**

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NAME OF SCHOOL: **DATE INSPECTION CONDUCTED: INSPECTOR'S NAME & TITLE:** 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". 1. Are there adequate mats at entrances? 2. Are all exterior doors tested weekly for ease of operation/locking and proper closure? 7es No 3. Do all exit doors close securely by themselves? Yes) No 4. Are all exit signs in place and illuminated? Yes No 5. Are door props around exterior doors removed from premises? 6. Are all windows free of cracks and broken glass? No

(a) in good serviceable condition and well maintained? (b) properly insulated and separated from all combustible material by a safe distance? 8. Is the outside shut-off valve on the gas supply line marked and readily accessible? 9. Has the HVAC equipment been serviced within the past year? 10. Is someone on site trained and designated to render first aid, and are supplies readily available? 11. Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available?

7. Are all HVAC equipment such as pipes, ducts, air intakes, diffusers, steam lines and other heat sources:

Yes No (a) have first aid personnel received bloodborne pathogens training? es 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? Mes No NA

(c) Dressing Rooms / Locker Rooms? Are areas beneath stairs free of storage materials and are stairs sufficiently slip resistant? Are all chemicals (cleaning materials, gasoline, etc...) labeled and properly stored? (a) are MSDS sheets on file in accordance with the hazard communication program? 15. Has an inventory been taken within the past year for all chemicals? Where is the inventory?\_\_

(a) is the quantity of hazardous chemicals limited as much as practicable?

16. Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste? 17. Are approved metal safety cans used for gasoline and other similar liquids?

18. Are all electrical panels and circuits properly labeled, effectively closed, secured, and arc rated?

19. Are fire extinguishers available in that no more than 100 feet travel distance is required to reach one?

20. Have fire extinguishers been inspected or recharged within the last year?

DATE: April 21. Have all filters on HVAC equipment been checked? 22. Is all floor tile and carpet intact?

(b) Stage/Doorways/Exits?

13.

14.

23. Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition?

24. Are areas around toilets, sinks and water fountains free of leaks? 25. Was a separate monthly playground inspection was conducted and documented?

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

Director of Facilities Jim Oliver, 207 W. Main Street, Taylorsville, KY 40071 Phone: 502-477-3250 Fax: 502-477-3259 Email: jim.oliver@spencer.kyschools.us



### SPENCER COUNTY PUBLIC SCHOOLS BUILDING SAFETY INSPECTION CHECKLIST

NAME OF SCHOOL:

DATE INSPECTION CONDUCTED:

INSPECTOR'S NAME & TITLE:

Michael Shannon / Cost

<u>INSTRUCTIONS</u>: 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".

1.	Are there adequate mats at entrances?	Yes	Νο	
2.	Are all exterior doors tested weekly for ease of operation/locking and proper closure?	Yes		
3.	Do all exit doors close securely by themselves?	Yes		
4.	Are all exit signs in place and illuminated?	Yes		
5.	Are door props around exterior doors removed from premises?	Ves	No	
6.	Are all windows free of cracks and broken glass?	Yes I	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?	Yes	No	
	(b) properly insulated and separated from all combustible material by a safe distance?	¥es ∣	No	
8.	Is the outside shut-off valve on the gas supply line marked and readily accessible?	Yes I	No	NA
	Has the HVAC equipment been serviced within the past year?	Yes I	No	
10.	Is someone on site trained and designated to render first aid, and are supplies readily available?	Yes I	No	
11.	Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available?	Yes I	No	
	(a) have first aid personnel received bloodborne pathogens training?	Ves I	No	
12.	Are the following areas free of accumulations of waste paper, rubbish, old furniture, stage scenery, flammabl	e liquids a	and	
	other debris?			
	(a) Mechanical Rooms and Electrical Panels?	Yes		
	(b) Stage/Doorways/Exits?	Yes I		
	(c) Dressing Rooms / Locker Rooms?	Yes I		
13.	The state of the s	Yes I		
14.	(	Yes I		
4-	(a) are MSDS sheets on file in accordance with the hazard communication program?	Yes I		
15.	Has an inventory been taken within the past year for all chemicals? Where is the inventory?	Yes I		
	(a) is the quantity of nazardous chemicals limited as much as practicable?	Yes		
16.	Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste?	Yes I		
	Are approved metal safety cans used for gasoline and other similar liquids?	Yes I		
Ιδ.	Are all electrical panels and circuits properly labeled, effectively closed, secured, and arc rated?	Yes 1		
19.	Are fire extinguishers available in that no more than 100 feet travel distance is required to reach one?	Yes i		
20.	Have fire extinguishers been inspected or recharged within the last year?	Yes I		
ZT.	Have all filters on HVAC equipment been checked? DATE: 4-2/	Yes		
	Is all floor tile and carpet intact?	Yes		
∠J.	Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition?	Yes N		
24. 35	Are areas around toilets, sinks and water fountains free of leaks?	Yes I		
۷٦.	Was a separate monthly playground inspection was conducted and documented?	Yes I	No.	NA

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# SPENCER COUNTY PUBLIC SCHOOLS BUILDING SAFETY INSPECTION CHECKLIST

NAME OF SCHOOL:

**DATE INSPECTION CONDUCTED:** 

INSPECTOR'S NAME & TITLE:

High School
5-28-2021
Monty T

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".

qu	estion should be answered either TES, NO, or NA".	
5. 6. 7. 8. 9. 10.	Are all exiterior doors tested weekly for ease of operation/locking and proper closure?  Do all exit doors close securely by themselves?  Are all exit signs in place and illuminated?  Are door props around exterior doors removed from premises?  Are all windows free of cracks and broken glass?  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?  (b) properly insulated and separated from all combustible material by a safe distance?  Is the outside shut-off valve on the gas supply line marked and readily accessible?  Has the HVAC equipment been serviced within the past year?  Is someone on site trained and designated to render first aid, and are supplies readily available?  Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available?  (a) have first aid personnel received bloodborne pathogens training?  Are the following areas free of accumulations of waste paper, rubbish, old furniture, stage scenery, flammable to other debris?	No No No No No No No No No No No No No N
	(a) Mechanical Rooms and Electrical Panels? (b) Stage/Doorways/Exits?	(es) No NA
40	(c) Dressing Rooms / Locker Rooms?	No NA
13. 14.	The state of the s	S No NA
14.	The state of the s	S No NA
15	(a) are MSDS sheets on file in accordance with the hazard communication program?	Ves No NA
١٠.	Has an inventory been taken within the past year for all chemicals? Where is the inventory?  (a) is the quantity of hazardous chemicals limited as much as practicable?	Yes No NA
16.	Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste?	No NA
17.	Are approved metal safety cans used for gasoline and other similar liquids?	Yes No NA
18.	Are all electrical panels and circuits properly labeled, effectively closed, secured, and arc rated?	Yes No NA
19.	Are the extinguishers available in that no more than 100 feet travel distance is required to reach one?	No NA
<b>2</b> 0.	riave fire extinguishers been inspected or recharged within the last year?	No NA
21.	Have all filters on HVAC equipment been checked? DATE:	No NA
22.	is all floor the and carpet intact?	es No NA
23. 24	Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition?	Kes No NA
.4. )5	Are areas around toilets, sinks and water fountains free of leaks?	No NA
.0.	Was a separate monthly playground inspection was conducted and documented?	Kes No NA

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## Spencer County Public Schools Building Safety Inspection Checklist

NAME OF SCHOOL:

SCMS

DATE INSPECTION CONDUCTED:

6-1-21

INSPECTOR'S NAME & TITLE:

Tina Bair 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".

1.	Are there adequate mats at entrances?	Yes	) <sub>No</sub>	1
2.	Are all exterior doors tested weekly for ease of operation/locking and proper closure?		No	
3.	Do all exit doors close securely by themselves?		No	
4.	Are all exit signs in place and illuminated?		No	
5.	Are door props around exterior doors removed from premises?	<i>2</i> 3	No	
6.	Are all windows free of cracks and broken glass?		No	
7.	Are all HVAC equipment such as pipes, ducts, air intakes, diffusers, steam lines and other heat sources:	6	JIVO	
••	(a) in good serviceable condition and well maintained?	(Yes	No	
	(b) properly insulated and separated from all combustible material by a safe distance?	(Yes		
8.	Is the outside shut-off valve on the gas supply line marked and readily accessible?	Yes		
9.		//es	No	
	Is someone on site trained and designated to render first aid, and are supplies readily available?	A es		
	Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available?			
• • •	(a) have first aid personnel received bloodborne pathogens training?	Yes		
12.	Are the following areas free of accumulations of waste paper, rubbish, old furniture, stage scenery, flammable			
	other debris?	nquius	MI IV	ļ.
	(a) Mechanical Rooms and Electrical Panels?	Ved	No	NA
	(b) Stage/Doorways/Exits?	Year		
	(c) Dressing Rooms / Locker Rooms?	Yes		
13.		Wes)		
14.			No	
	(a) are MSDS sheets on file in accordance with the hazard communication program?	(Yes		
15.	Has an inventory been taken within the past year for all chemicals? Where is the inventory? Custodian	Yes		
	(a) is the quantity of hazardous chemicals limited as much as practicable?	(Yes)		
16.	Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste?	Yes		
	Are approved metal safety cans used for gasoline and other similar liquids?	Yes		
18.	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)		
20.	Have fire extinguishers been inspected or recharged within the last year?	Yes		
	Have all filters on HVAC equipment been checked? DATE: (2-1-2)	Yes		
	Is all floor tile and carpet intact?	Tel		
23.	Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition?	Yes		
	Are areas around toilets, sinks and water fountains free of leaks?	Yes		
25.	Was a separate monthly playground inspection was conducted and documented?	Yes		

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# SPENCER COUN COUMY

### SPENCER COUNTY PUBLIC SCHOOLS **BUILDING SAFETY INSPECTION CHECKLIST**

NAME OF SCHOOL:

DATE INSPECTION CONDUCTED:

**INSPECTOR'S NAME & TITLE:** 

No

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Yes) No

(es>No

es) No

Yes No

Yes No NA

Yes No NA

Yes No (NA

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Yes No NA

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Yes No NA

Yes No NA

Yes No (NA

Yes No NA

Yes No NA

Yes No NA

Yes No NA

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(Yes) No NA

Yes) No NA

Yes) No NA

Yes) No NA

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". 1. Are there adequate mats at entrances? 2. Are all exterior doors tested weekly for ease of operation/locking and proper closure? Yes) No 3. Do all exit doors close securely by themselves? YES No 4. Are all exit signs in place and illuminated? 5. Are door props around exterior doors removed from premises? Yes) No 6. Are all windows free of cracks and broken glass?

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?

(b) properly insulated and separated from all combustible material by a safe distance? is the outside shut-off valve on the gas supply line marked and readily accessible?

Has the HVAC equipment been serviced within the past year?

10. Is someone on site trained and designated to render first aid, and are supplies readily available?

11. Are bloodborne pathogens materials (red bags/gloves/sharps containers, etc.) readily available? (a) have first aid personnel received bloodborne pathogens training?

12. Are the following areas free of accumulations of waste paper, rubbish, old furniture, stage scenery, flammable liquids and Yes No other debris?

(a) Mechanical Rooms and Electrical Panels? (b) Stage/Doorways/Exits?

(c) Dressing Rooms / Locker Rooms?

Are areas beneath stairs free of storage materials and are stairs sufficiently slip resistant? 13.

Are all chemicals (cleaning materials, gasoline, etc..) labeled and properly stored? 14.

(a) are MSDS sheets on file in accordance with the hazard communication program? above

15. Has an inventory been taken within the past year for all chemicals? Where is the inventory? Time clack. (a) is the quantity of hazardous chemicals limited as much as practicable?

16. Are approved metal cans with self-closing covers/lids used for storage of oily/combustible waste?

17. Are approved metal safety cans used for gasoline and other similar liquids?

18. Are all electrical panels and circuits properly labeled, effectively closed, secured, and arc rated?

19. Are fire extinguishers available in that no more than 100 feet travel distance is required to reach one?

20. Have fire extinguishers been inspected or recharged within the last year?

21. Have all filters on HVAC equipment been checked? DATE: 3-26-2/ 22. Is all floor tile and carpet intact?

23. Have the grounds been inspected for glass, pot holes, poison ivy, or any other hazardous condition?

24. Are areas around toilets, sinks and water fountains free of leaks?

25. Was a separate monthly playground inspection was conducted and documented?

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