School Inspection – Safety Checklist

Date of Inspection: _____

School: _____

Exterior	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Adequate lighting at entrances, sidewalks, and parking lot	☐	☐	☐		
Are sidewalks cracked or in need of repair?	☐	☐	☐		
Are exterior doors and windows numbered?	☐	☐	☐		
Are all doors closed and locked?	☐	☐	☐		
Are there doorstops by the exterior doors?	☐	☐	☐		
Is any exterior fencing damaged or in need of repair?	☐	☐	☐		
Steps - Chipped, worn, uneven, and no painted edge	☐	☐	☐		
Steps - Handrails - loose, broken or nonexistent	☐	☐	☐		

Entrance	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Is there a communication system to enter the building?	☐	☐	☐		
Does the school have a security vestibule?	☐	☐	☐		
Does the school have a sign-in/sign-out process for visitors?	☐	☐	☐		

Are there loose or unsecured mats or rugs?	☐	☐	☐		

Exits, Stairways, and Hallways	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Are exit doors secured, properly closing, etc.?	☐	☐	☐		
Are exits clear and free from storage?	☐	☐	☐		
Are exits marked properly and exit lights properly illuminated?	☐	☐	☐		
Is there adequate lighting in hallways?	☐	☐	☐		
Are there any obstructions/storage on the floor in hallways or stairways?	☐	☐	☐		

Classrooms and Offices	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Any frayed/uneven/worn floors, surfaces and coverings	☐	☐	☐		
Any slippery floors or spills on floors (water, food, papers, etc.)	☐	☐	☐		
Are there any electrical cords, bags, or books on the floor?	☐	☐	☐		
Are surge protectors or outlets overloaded causing a fire hazard?	☐	☐	☐		
Are doors shut and locked when students are in the classroom?	☐	☐	☐		
Is the evacuation and emergency action plan posted?	☐	☐	☐		
Are there any extension cords being used as permanent wiring?	☐	☐	☐		
Are ladders available for teachers/staff to hang posters, decorations, etc.?	☐	☐	☐		

Cafeteria/Kitchen	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Any slippery floors or spills on floors (water, food, papers, etc.)	☐	☐	☐		
Are there loose or unsecured mats or rugs?	☐	☐	☐		
Are there any electrical cords, bags, or books on the floor?	☐	☐	☐		
Are there any extension cords being used as permanent wiring?	☐	☐	☐		
Are surge protectors or outlets overloaded causing a fire hazard?	☐	☐	☐		
Are rubber mats in the dish wash area where water may be present?	☐	☐	☐		
Are cooking tools or equipment properly stored?	☐	☐	☐		
Have knives been properly sharpened and stored away when not in use?	☐	☐	☐		
Is personal protective equipment (PPE) available and in use?	☐	☐	☐		
Material handling devices - dollies, carts, etc.	☐	☐	☐		
Storage (dry and freezer) - heavy boxes stored on lower shelves	☐	☐	☐		
Is the delivery door closed and locked?	☐	☐	☐		
Does the safety latch/handle on the freezer door work properly?	☐	☐	☐		
Are all chemicals containers properly labeled?	☐	☐	☐		

Custodial	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Are all chemicals containers properly labeled?	☐	☐	☐		
Are Safety Data Sheets available upon request?	☐	☐	☐		
Is PPE available and in use?	☐	☐	☐		
Are all flammable and combustible chemicals properly stored?	☐	☐	☐		
Are all safety guards in place on all tools and equipment?	☐	☐	☐		
Are all extension cords in good use? No cuts, frays, missing insulation	☐	☐	☐		

Electrical	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Are electrical rooms labeled and locked?	☐	☐	☐		
Are electrical panel boxes accessible and not blocked by storage?	☐	☐	☐		
Are electrical panel boxes properly labeled?	☐	☐	☐		
Are electrical panel boxes covered and no missing knockouts?	☐	☐	☐		

Safety Devices	Yes	No	N/A	Issues/Action Needed	Corrective Action Taken
Automated external defibrillator (AED) accessible and properly serviced	☐	☐	☐		
AED supplies adequate	☐	☐	☐		
AED maintained and inspected monthly	☐	☐	☐		

Employees trained in First Aid/CPR/AED	☐	☐	☐		
Fire extinguishers accessible and properly hung	☐	☐	☐		
Fire extinguishers serviced annually and inspected monthly	☐	☐	☐		
Eyewash stations clean and serviced monthly	☐	☐	☐		
Eyewash stations not blocked and are accessible	☐	☐	☐		

Education/Training	**Yes**	**No**	**N/A**	**Issues/Action Needed**	**Corrective Action Taken**
Have employees completed safety training, such as videos, online training, etc.?	☐	☐	☐		
Are accident investigations conducted on all work-related accidents?	☐	☐	☐		
Are work-related accidents recorded on an OSHA 300 log?	☐	☐	☐		

Recommendations:

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