SCHOOL SELF-INSPECTION FOR

Date_

School _____ Evaluators

		Yes	No	Description	Location	Recommendations Made	Date Corrected
\mathbf{v}	Section A General						
. 1	Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, as applicable)						
2.	Evacuation Plans posted						
3.	Assembly room occupant capacity posted						
4.							
	remainder of the school year						
5.	Fire alarm system tested during drills						
6.	Automatic sprinkler systems receive annual professional maintenance						
7.	Earthquake or other drills, as required by local jurisdiction						
.8	Dormitory fire drills conducted at least quarterly						
9.	Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)						
<u> </u>	10. School personnel visually inspect extinguishers monthly for adequate pressure or tampering						
<u> </u>	11. Lighting adequate						
⊢ ⊢	12. Good housekeeping						
1	13. Doors in good repair						
<u> </u>	14. Exit doors open in direction of exit travel						
<u> </u>	15. All exit doors kept unlocked during occupancy						

					4. Smoke/fire doors kept closed
					2. All dead-end corridors properly labeled
					 Corridors, exits and stairs free of storage or other obstructions
					Section C Corridors/Hallways
					8. No holes in walls or ceilings (poke-throughs)
					7. Good Housekeeping
					6. Mechanical, electrical and air-conditioning systems inspected and serviced annually
					5. Access door fire rated and self-closing
					4. Room is free of flammable and combustible storage
					3. 3-foot clearance maintained in front of and below electrical panels and equipment
					2. Smoke/heat detectors provided
					1. Multipurpose fire extinguisher provided
					Section B Electrical/Mechanical Rooms
					22. GFCI Protection within 6' of sinks, etc.
					21. Covered trash containers throughout
					20. Electrical wiring in good repair
					19. Windows free of cracks and breaks
					18. Building free from signs of roof of pipe leakage
					17. Locking and chain devices prohibited on panic hardware
					16. Main exit doors equipped with panic hardware
Date Corrected	Recommendations Made	Location	No Description	Yes	

			c13- c		
					6. Food in coolers/freezers covered
					5. Food is not stored on floors
					4. Smoke/heat detectors in good repair
					3. Vents/filters cleaned regularly - documented
					2. Multi-purpose extinguisher provided/tagged
					 Hood and duct fire suppression with semi- annual service/ maintenance (tag current)
					Section E Cafeteria/Kitchen
					12. Proper lighting.
					11. Full-length glass doors and windows properly marked with trim or decals
					10. Floor openings properly guarded
					9. Carpets free of tears and wrinkles
					8. "Wet Floor" signs used after mopping operations
					7. Floors free of tripping hazards and slippery surfaces
					6. Rails, mid-rails and toe boards for balconies and overhead storage
					5. Mid-rails on open sides of steps
					4. Handrails properly secured
					3. Handrails at all steps
					2. Uniform step heights on stairs
					1. Floor surfaces, steps, etc. in good repair
					Section D Walking and Working Surfaces
					6. Fire extinguishers provided and tagged
					 Emergency lighting in place/tested/operating properly
Date Corrected	Recommendations Made	Location	No Description	Yes N	Y

		Ves	N	Description	Location	Recommendations	Date
						Made	Corrected
7.	Safety latches on all coolers/freezers						
.∞	Floors kept clean/free of spills						
9.	Portable signs used to indicate wet floors/hazards in kitchen and lunchroom						
10.	 All exits clearly marked with visible approved signs 						
11	11. Tables and chairs in good repair						
12.	 Unused folding chairs and tables stored in racks – not leaned against walls 						
13	13. Periodic knife sharpening						
14.	. Steel mesh gloves used when cutting foods						
15.	. Bowl lock handles operable and used on Hobart mixers						
16.	. Hot water tanks secured and equipped with pressure relief valves						
17	17. Hot Foods Held Above 140 F. (60 C.)						
18	18. Cold Foods Held Below 40 F. (4.4 C.)						
19	19. Freezer At 0 F. (-17.8 C.)						
20	20. GFCI Protection within 6' of sinks, etc.						
Se	Section F Offices/Workrooms						
1.	Fire extinguisher available/tagged						
2.	Electrical cords/plugs in good repair						
ω	Aisles and lanes free of electrical cords, phone cords or other hazards						
4	No extension cords used (limited power strip use acceptable)						
<u>5</u> .	Finger guards on paper cutters, and cutting arm stays up when raised and released						

		Yes	No	Description	Location	Recommendations Made
6.	Good housekeeping in storage rooms					
7.	Good ergonomic positioning of computer workstations					
.8	Adequate access to equipment					
Se	Section G Science Rooms/Labs					
÷	Heat/smoke detectors present where open flame used					
2.	Non-asbestos fire blankets provided					
3.	Emergency eyewash provided/tested regularly					
.4	Emergency shower provided/tested regularly					
5.	Safety goggles provided and used					
6.	Fire Extinguisher with current tag					
7.	First aid kit provided/maintained					
.8	Chemical containers labeled and stored properly					
9.	Material Safety Data Sheets (MSDS) for all chemicals					
10.	10. Posted lab safety rules/procedures					
11.	. Good housekeeping					
12.	12. Emergency gas shutoffs in each lab					
13.	13. GFCI Protection within 6' of sinks, etc.					
Se	Section H General Classrooms					
1.	Aisles and lanes free of electrical cords, phone cords or other hazards					
2.	Finger guards on paper cutters, and cutting arm stays up when raised and released					
3.	Hazardous chemicals stored in locked cabinets or out of the reach of children					

Vector Vector Location Made Mad Mad Made				C1202		
Location Location Column Location vide-base, I <thi< th=""> I <thi< th=""></thi<></thi<>						15. Radial arm head returns to starting position when released
vide-base, i <th< td=""><td></td><td></td><td></td><td></td><td></td><td>14. Machine guards provided and used</td></th<>						14. Machine guards provided and used
vide-base, i <th< td=""><td></td><td></td><td></td><td></td><td></td><td>13. Aisles marked around equipment</td></th<>						13. Aisles marked around equipment
Vest Participation Location Location Location Location Made and transfer for the second s						12. Adequate equipment operating space
Visi Visi Description Location Recommendations d to wide-base, I I Integration In						11. Lockout/tagout procedures in place
Yes No Location Keenmendations d lo wide-base, I Image						10. Power shutoffs provided/accessible
Ves Vescription Location Kommendations d to wide-base, I I Image: Commendation of the second						 Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials
Yes No Description Location Keronmendations d to wide-base, I I Image Image <td></td> <td></td> <td></td> <td></td> <td></td> <td>8. First aid kit provided and maintained</td>						8. First aid kit provided and maintained
Yes No Location Keommendations d to wide-base, I Image: Stription Image: Stription<						7. Safety glasses provided and used
YesNoDescriptionLocationMade $MadeMadeMaded to wide-base,closetsIIIImage$						 Emergency shower provided/tested regularly (if needed)
Yes No Description Location Made						5. Emergency eyewash provided and tested
Yes No Description Location Mecommendations d to wide-base, I I Image: Methy Image:						4. Non-asbestos fire blanket
Yes No Description Location Kecommendations d to wide-base, I I Image: Marcine Made Image: Marcine Made Made Image: Marcine Made Made Image: Marcine Made Image: M						3. Fire extinguisher(s) with current tag
Yes No Description Location Kecommendations d to wide-base,						2. Sprinkler system provided/serviced and tagged
Yes No Use No Description Made Made						1. Smoke/heat detectors provided
						Section I Industrial Arts/Shop
Yes No User No<						9. Fire retardant paper used for decorations
Yes No Description Location Made						8. Evacuation Plans posted in each classroom
Yes No Description Location Made						7. No extension cords used (limited power strip use acceptable)
Yes No Description Location Made						6. GFCI Protection within 6' of sinks, etc.
Yes No Description Location Made Made						5. Good housekeeping in storage closets
No Description Location Kecommendations Made						4. Audiovisual equipment strapped to wide-base, stable carts
No Description Location Recommendations Made						
No Description I postion Descriptions	Date Corrected	Recommendations Made	Location	No Description	Yes	

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					9. Access to catwalks/elevated stairs controlled
					8. Curtains/scenery treated with flame retardant
					7. Sprinklers over stage
					6. Smoke/heat detectors over stage
					5. Bleachers/seating in good repair
					4. Access to exits unobstructed
					3. Fire extinguishers properly located/tagged
					2. Lighted exit signs provided and maintained
					1. Emergency lighting provided and maintained
					Section J Gymnasiums/Auditoriums
					27. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided
					26. Compressed gas cylinders properly secured
					25. Flammables stored in flammable storage cabinet
					24. Oily rags stored in covered containers
					23. Safety rules posted
					22. Good housekeeping
					21. Spray booths filtered/sprinklers provided/explosion-proof fixtures and boxes
					20. Good ventilation provided
					19. Dust collection systems provided and maintained
					18. Electrical panels accessible (3-feet clearance)
					17. Electrical cords/plugs in good repair
					16. All electrical equipment double-insulated or grounded
Date Corrected	Recommendations Made	Location	No Description	Yes N	

ARM 5/02

	Yes	No	Description	Location	Recommendations Made	Date Corrected
10. Fly weights ropes, cables in good repair						
11. Electrical wiring for stage lights grounded/maintained						
12. Storage of combustibles limited						
13. Good housekeeping						
Section K Locker Rooms						
1. Emergency lights provided/maintained						
2. Access to exits in good repair						
3. Lockers secured to walls						
4. Lighting fixtures sealed						
5. GFCI Protection w/in 6' of sinks, etc.						
6. Housekeeping is adequate						
7. No lint buildup behind clothes dryers						
Section K Maintenance Shops						
1. Smoke/heat detectors provided						
2. Sprinkler system provided/serviced and tagged						
3. Fire extinguisher(s) with current tag						
4. Non-asbestos fire blanket						
5. Emergency eyewash provided and tested						
 Emergency shower provided and tested (if needed) 						
7. Safety glasses provided and used						
8. First aid kit provided and maintained						
 Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials 						
10. Power shutoffs provided/accessible						

	Yes	No Desci	Description	Location	Recommendations Made	Date Corrected
11. Lockout/tagout procedures in place						
12. Adequate equipment operating space						
13. Aisles marked around equipment						
14. Machine guards provided and used						
15. Radial arm head returns to starting position when released						
16. All electrical equipment double-insulated or grounded						
17. Electrical cords/plugs in good repair						
18. Electrical panels accessible (3-feet clearance)						
19. Good ventilation provided.						
20. Dust collection systems provided and maintained						
21. Spray booths filtered/sprinklers provided/explosion proof fixtures and boxes						
22. Housekeeping is adequate						
23. Safety rules posted						
24. Flammables stored in flammable storage cabinet						
25. Flammables kept away from open flame, hot surfaces and electrical exposure						
26. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided						
27. Ladders in good repair						
28. Only fiberglass or wood ladders used near electrical exposures						
29. Oily rags and mops stored in covered containers.						

	Yes N	No Description	Location	Recommendations	Date
			-		
30. Compressed gas cylinders properly secured					
Section L Home Economics					
1. Smoke/heat detectors provided					
2. Non-asbestos fire blanket provided					
3. Fire extinguisher available/tagged					
4. Electrical cords/plugs in good repair					
5. Emergency gas shut-offs provided/accessible.					
6. Safety rules posted					
7. GFCI Protection within 6' of sinks, etc.					
Section M Building Exterior					
1. Sidewalks in good repair					
2. Parking lots in good repair					
3. Handrails provided on all steps					
 Weeds, trees, shrubs, trash adequately controlled 					
5. No broken windows					
6. Brickwork in good condition					
Section N Security					
1. Employment applications required					
2. Employee background checks performed					
3. Facility access controlled (fenced and gated)					
4. Key control measures in effect					
5. Facility periodically re-keyed					
6. Night watch					
7. Lighting adequate					
8. Written weapons policy					

.8	7.	6.	<u>5</u> .	4.	3.	2.		See	6.	<u>5</u> .	.4	3.	2.	1.	See	9.	
Seat belt policy strictly enforced for drivers and passengers	US Department of Transportation # posted prominently in applicable vehicles	Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Department of Transportation (state laws may vary)	Keys removed and vehicles locked when not in use	Vehicle use restricted only to official school activities	Vehicles have current registration	Vehicle maintenance documented	Scheduled maintenance of owned and non- owned vehicles used in school activities	Section P Transportation	Lockout/tagout policy in place	Fall protection equipment used per OSHA standards	Material Safety Data Sheets (MSDS) maintained for all chemicals	Chemical/Hazardous Material training provided	Training documented	Adult and student employees trained and experienced for tasks/equipment operated, etc.	Section O Employee Safety	Shrubbery trimmed to eliminate shadows/hiding areas	
																	Yes
																	No
																	Description
																	Location
																	Recommendations Made
																	Date Corrected

					1. Playground complies with Consumer Product Safety Commission guidelines (Download free	<u> </u>
					Section R Playgrounds	S
					 First aid kits located throughout the school facilities 	4
					 Each activity accompanied by adult supervisors certified in first aid 	3
					 All medicines and equipment locked away and strictly controlled 	2
					1. Specific area set aside for medical aid	<u> </u>
					Section Q First Aid	S
					19. No at-fault accidents during the past three years	1
					 No more than two traffic citations during the past three years 	<u> </u>
					17. Driver's license current and suitable for the type of vehicle being driven	1
					16. Drivers in good health	1
					15. Drivers at least 21 years of age	1
					14. Drivers complete a driver's application form	Ļ
					13. Drivers complete daily vehicle check-off list	1
					12. Drivers not allowed to carry unauthorized passengers	
					11. Drivers required to adhere to approved routes	
					10. Policy forbidding staff and/or students in back of pickups and/or trucks	<u> </u>
					9. Driver Training for vans with a passenger capacity of 15 or more (state laws may vary); busses; 1-ton trucks or larger; semi truck/trailer rigs	9
			-		-	Γ
Date Corrected	Recommendations Made	Location	No Description	Yes		

	Yes	No	Description	Location	Recommendations Made	Date Corrected
Handbook for Public Playground Safety at http://www.cpsc.gov)						
2. Resilient materials beneath equipment						
3. Adequate separation from equipment						
4. No splinters or projections						
5. Equipment and surfaces inspected and maintained						
6. Supervision present						
Section S Activities/Field Trips						
1. Field Trip Pre-Planning (See the Field Trip/Outing Planner at <u>www.adventistrisk.org</u>)						
2. Permission Slips obtained						
3. Medical Release Forms available in each vehicle						
4. Ample supervision provided for all activities						
5. Knowledgeable supervision for each activity						
 Protective equipment used as required by specific activities 						
7. Sports activities require warm up period						