

School Administrative Offices Facilities Hazard Identification Inspection				
Agency:			Inspection Date:	
Name of Inspector:			Title:	
Location Inspected:				
#	Needs Work	N/A	OK	Condition Surveyed
Exterior Grounds, Walkways and Parking Areas				
1				Exterior lighting of grounds, walkways, & parking areas adequate and operational.
2				Parking lots and driveways free of significant cracks and water accumulation.
3				Sidewalks and stairs / ramps free of significant trip or slip hazards.
4				Rails and handrails are present, not loose, and in good condition.
5				Vegetation and landscaping does not create slip / trip or security hazard.
6				Roof, gutters, and downspouts are clean and control run-off properly.
7				Area is free of signs of rodent, insects, or feral animals being present.
8				Exterior emergency phone tested and worked properly.
Life Safety and Fire Protection Equipment				
9				Intrusion alarm is operational and free of trouble or active alarms.
10				Closed-circuit TV cameras are operational, properly aimed and focused.
11				Fire sprinkler system is operational, controls valves accessible & locked / alarmed.
12				Fire detection system operational and free of trouble or active alarms.
13				Fire extinguishers are accessible and in good condition – SIGN REAR OF TAGS.
14				Emergency and Exit lights are lit and worked when test button/switch used.
15				Panic hardware on exit doors worked easily. Doors latched when closing.
16				Emergency generator operated on monthly basis.
17				First aid kit fully stocked. AED in READY condition. Expirations dates checked.
18				Panic alarms tested and received at monitoring station.
Public & Employee Areas				
19				Elevator inspected within past 12 months. Current certificate posted / available.
20				No unapproved space heaters or extension cords are present.
21				Approved space heaters are clear of combustible materials.
22				Electrical cords are not secured to furniture, thru doors, or across paths of travel.
23				Emergency evacuation plans and instructions are posted and legible.
24				Hallways / stairwells are well-lit, clear of obstructions and free of slip-trip hazards.
25				Stair treads and railing / handrail are secure.
26				Areas around and 36" in front of electrical panels is clear.
27				Areas and floor around mechanical equipment is free of slip-trip hazards.
28				Storage is 18" below sprinkler heads or 24" below ceiling.
29				No storage in HVAC and other mechanical rooms. Tools & equipment orderly.

**Write line #'s & comments on back for all "Needs Work" listings, and notify management to initiate required corrective action.
This document does not and is not intended to address every loss potential. There may be other conditions that may contain a potential for liability.*

	Public & Employee Areas		
30			Storage areas of cleaning & hazardous substances clean, labeled, and proper.
31			Electrical cords of copiers & office machines are in good condition & orderly.
32			Trash is emptied. Housekeeping is adequate.
33			Ladders, shelves, lockers are secured against tipping over.
34			Bathrooms are clean, supplies adequate, and trash emptied.
35			Refrigerator and stove are clean. Kitchen is free of signs of rodents / insects.
36			Coffee pots, microwave, and kitchen appliances are clean and cords intact.
37			Walls, floors, and ceilings are free of water, rodent, or mechanical damage.