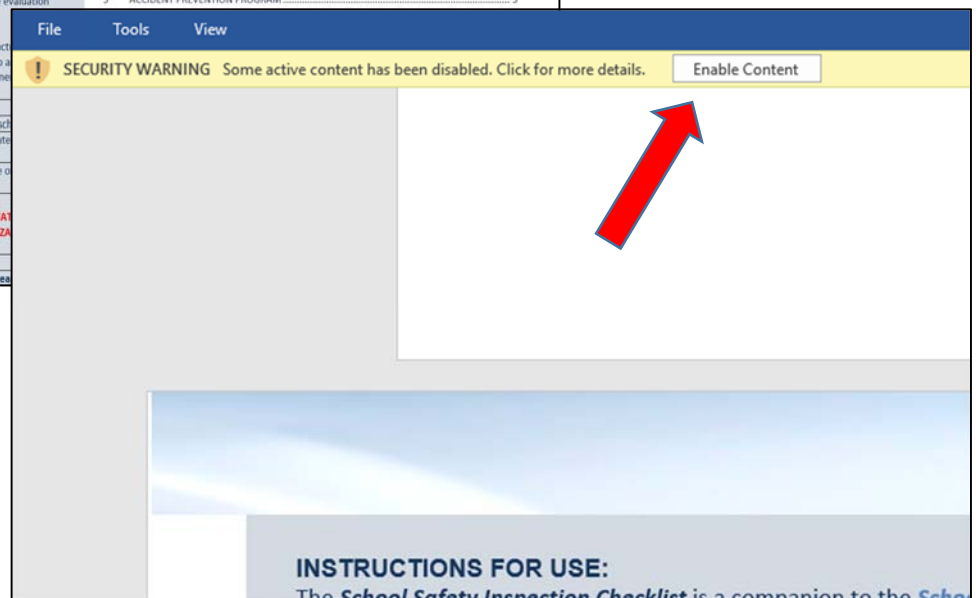
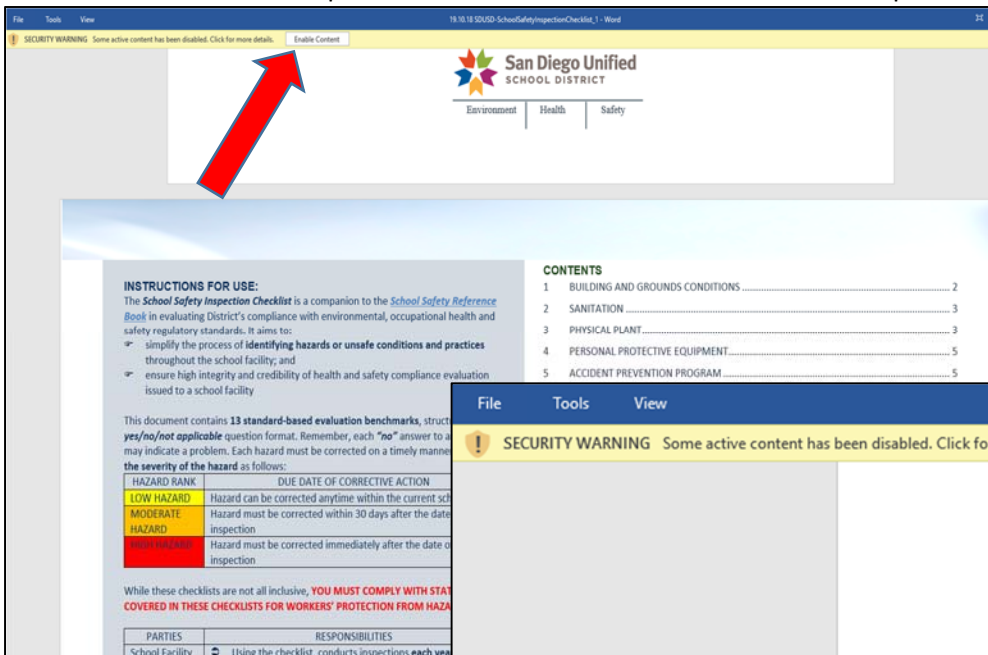


Guideline for Annual School Safety Inspection Checklist

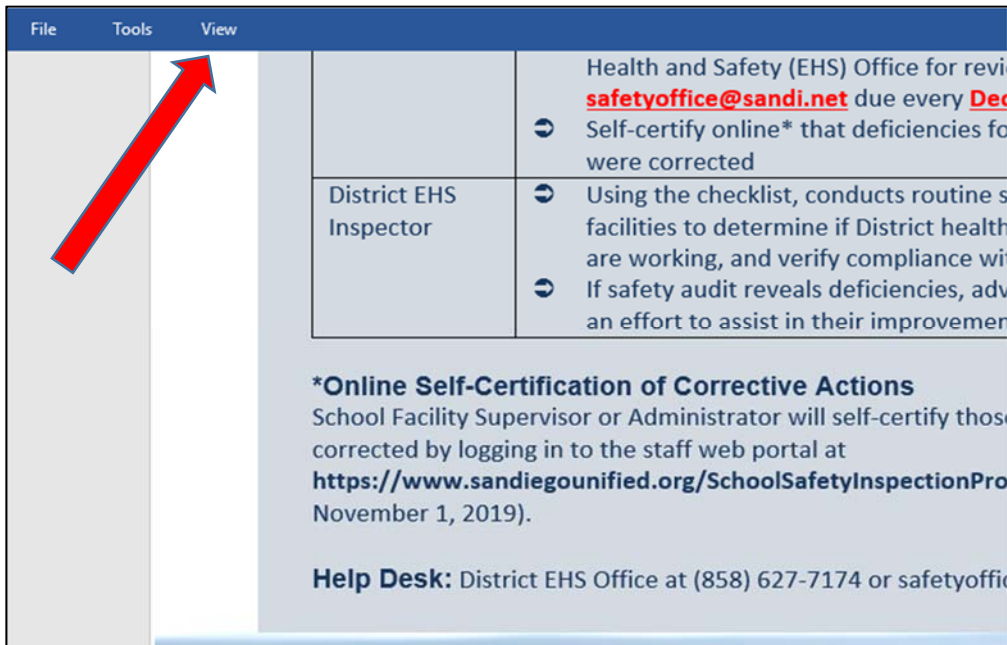
1. If you are retrieving this checklist from the Safety Management website click on link for “Guideline for Annual School Site Safety Inspection Checklist”. You may have a screen that pops up giving you the option to Open, Save/Save as, or Cancel. It is recommended that you save this checklist to your computer desktop.



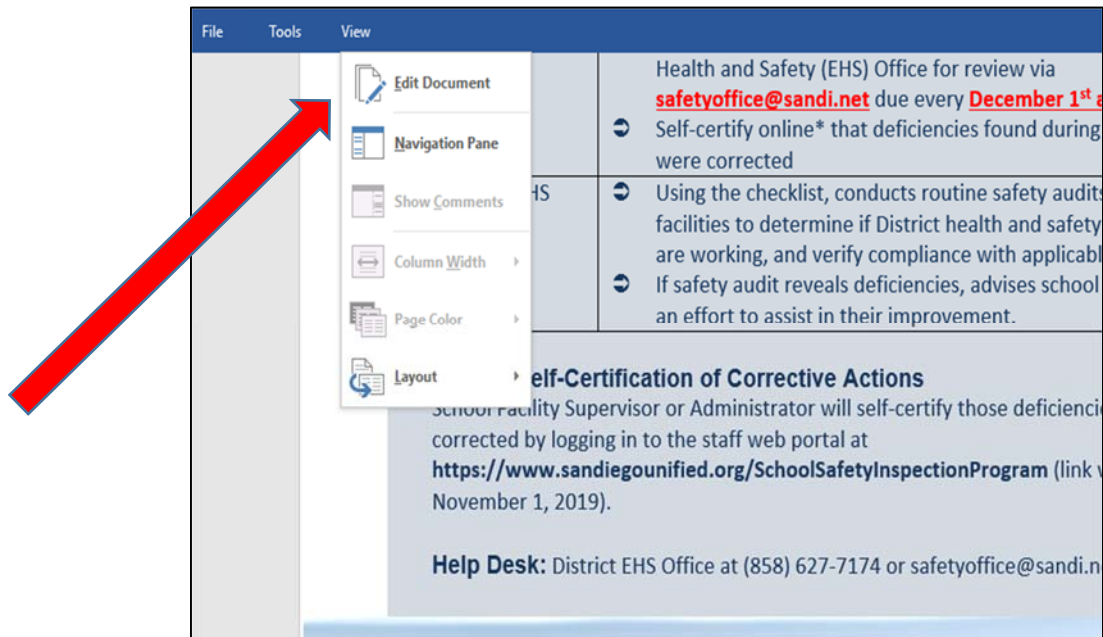
2. Once link to form opens click on the “enable content” tab at the top of the screen.



3. Click on "View" tab on the task bar.



4. A drop down screen will appear. Click on the "Edit Document" tab.



5. The checklist is now ready to use.



6. Ensure you fill in the form as completely as possible. Don't forget to include name of site and date of inspection.

School Safety Inspection Checklist
FOR SCHOOL FACILITY ANNUAL SELF-INSPECTION

(EACH "NO" ANSWER MAY INDICATE A PROBLEM, WHICH MUST BE CORRECTED)

School Facility: _____
Inspection Date: _____

1 BUILDING AND GROUNDS CONDITIONS				Yes	No	NA	Evaluation Questions:
1.1 Floors, Walls and Pits							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall openings guarded by a guardrail or other barrier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits and corridors serving as required?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor and roof openings guarded by a cover, guardrail or equivalent on all open sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit corridors maintained continuous?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toe boards installed around the edges at openings where persons may pass below the opening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical barrier and warning installed on stairway landing exits directly into vestibule?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unused portions of service pits and unused pits covered or protected by guardrails or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 Stairs and Stairways							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails or stair railings installed on stairways having 4 or more risers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors free from hangings, drapery or decorations?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step risers on stairs uniform from top to bottom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors openable from the direct side?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step treads on stairs slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors, having no landing, marked "Stairway-No Landing"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairways maintained clear and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revolving, sliding and overhead door required exit door?
1.3 Ramps and Elevated Locations							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guardrails on elevated work locations installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits provided when doors in folding door?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails or stair rails on ramps installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Latch on doors with panic hardware or fire exit hardware applied to the bar?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramp surfaces roughened or slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors with panic hardware kept unlocked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramps maintained reasonably clear and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				1.5 Doors			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors free from hangings, drapery or decorations?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors openable from the direct side?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit doors, having no landing, marked "Stairway-No Landing"?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Revolving, sliding and overhead door required exit door?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits provided when doors in folding door?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Latch on doors with panic hardware or fire exit hardware applied to the bar?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors with panic hardware kept unlocked?
				1.6 Aisles, Walkways and Crawlways			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent aisles, ladders, stairways and in good repair?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aisles or walkways, which become hazardous by lines, curbs or other methods of marking?
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aisles, walkways or crawlways, which are not maintained clear and in good repair?

