

SECTION A: GENERAL (continued...)

СНІ	ECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADDLETE CORRECTED
13.	Doors in good repair	YES	NO			
14.	Exit doors open in direction of e	xit ^v tra	ve¶ ^o			
15.	All exit doors kept unlocked dur occupancy	ing ^{es}	NO			
16.	Main exit doors equipped with p hardware	anĭē ^s	NO			
17.	Building free from signs of roof leakage	of Þiiþe	e ^{NO}			
18.	Windows free of cracks and bre	ak∕≸ ^s	NO			
19.	Electrical wiring in good repair	YES	NO			
20.	Covered trash containers throug	ghờĐt	NO			
21.	GFCI Protection within 6 feet of	siMRs	, ete.			

▷ SECTION B: ELECTRICAL/MECHANICAL ROOMS

CHECKLIST		YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADDLETE CORRECTI
1.	Multipurpose re extinguisher prov	/iď é ð	NO			
2.	Smoke/heat detectors provided	YES	NO			
3.	3-foot clearance maintained in footbelow electrical panels and equi					
4.	Room is free of ammable and o storage	om ib u	stilble			
5.	Access door re rated and self-c	lošfi ^a g	, NO			
6.	Mechanical, electrical and air-co systems inspected and serviced	nďffic annu	ni ₩ g ıally			
7.	Good housekeeping	YES	NO			
8.	No holes in walls or ceilings (pol	∢e¥₹¶îr	ou lg h	s)		

SCHOOL SELF-INSPECTION FORM

SECTION C: CORRIDORS/HALLWAYS

> SECTION D: WALKING AND WORKING SURFACES

CHE	ECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADAETE CORRECTE
1.	Floor surfaces, steps, etc., in go	oďfe	palilP			
2.	Uniform step heights on stairs	YES	NO			
3.	Handrails at all steps	YES	NO			
4.	Handrails properly secured	YES	NO			
5.	Mid-rails on open sides of steps	YES	NO			
6.	Rails, mid-rails and toe boards f and overhead storage	or ^y 158al	come	s		
7.	Floors free of tripping hazards a surfaces	nďଔi	pp\ e ry			
8.	"Wet Floor" signs used after mo operations	ppĭ h g	NO			
9.	Carpets free of tears and wrinkle	es ^{yes}	NO			
10.	Floor openings properly guarded	YES	NO			
11.	Full-length glass doors and wind properly marked with trim or dec	lo₩ § als	NO			
12.	Proper lighting	YES	NO			

> SECTION D: WALKING AND WORKING SURFACES

CHE	ECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADAETE CORRECTED
1.	Floor surfaces, steps, etc., in go	oďfe	palile			
2.	Uniform step heights on stairs	YES	NO			
3.	Handrails at all steps	YES	NO			
4.	Handrails properly secured	YES	NO			
5.	Mid-rails on open sides of steps	YES	NO			
6.	Rails, mid-rails and toe boards f and overhead storage	or ^y l5&l	come	s		
7.	Floors free of tripping hazards a surfaces	nď≅li	pp\ e ry			
8.	"Wet Floor" signs used after mo operations	ppĭfīg	NO			
9.	Carpets free of tears and wrinkle	es ^{yes}	NO			
10.	Floor openings properly guarded	YES	NO			
11.	Full-length glass doors and wind properly marked with trim or dec	lo₩ s als	NO			
12.						

	CKLIST	YES		DESCRIPTION	LOCATION	RECOMMENDATIONS MADAETE CORRECTE
1.	Hood and duct re suppression v annual service/maintenance (tag	vitt∮Ss Jcurr	erዝቦ ent)			
2.	Multi-purpose extinguisher provitagged	děĦ	NO			
3.	Vents/ Iters cleaned regularly—documented	YES	NO			
4.	Smoke/heat detectors in good re	epăii	NO			
5.	Food is not stored on oors	YES	NO			
6.	Food in coolers/freezers covered	J YES	NO			
7.	Safety latches on all coolers/free	ezĕfs	NO			
8.	Floors kept clean/free of spills	YES	NO			
9.	Portable signs used to indicate v hazards in kitchen and lunchroo	ve⁄t ^{∈s} o m	or\$9			
10.	Tables and chairs in good repair	YES	NO			
11.	All exits clearly marked with visit approved signs	olě ^{ES}	NO			
12.	Unused folding chairs and tables racks—not leaned against walls	s št ô r	ed ^N fh			
13.	Periodic knife sharpening	YES	NO			
14.	Steel mesh gloves used when co	utľifng	fo\tods	3		
15.	Bowl lock handles operable and Hobart mixers	u š eo	oño			

▷ SECTION E: CAFETERIA/KITCHEN (continued...)

CHE	CHECKLIST		NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADDLETE CORRECTED
16.	Hot water tanks secured and eq pressure relief valves	uiþ ́þ e	d With	ו		
17.	Hot foods held above 140°F (60	°C) ^{ES}	NO			
18.	Cold foods held below 40°F (4.4	°CFS	NO			
19.	Freezer at 0°F (-17.8°C)	YES	NO			
20.	GFCI Protection within 6' of sink	s, [∨] ē∜c	. NO			

▷ SECTION F: OFFICES/WORKROOMS

CHE	ECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADDLETE CORRECTED
1.	Fire extinguisher available/tagge	ed ^{YES}	NO			
2.	Electrical cords/plugs in good re	epăli⁵	NO			
3.	Aisles and lanes free of electrical phone cords or other hazards	al č o ro	ds, ^{NO}			
4.	No extension cords used (limite strip use acceptable)	d þbw	er ^{NO}			
5.	Finger guards on paper cutters, arm stays up when raised and re	aňt⁵o elease	cutting ∋d)		
6.	Good ergonomic positioning of ownkstations	сомбри	ut e ł ^o			
7.	Adequate access to equipment	YES	NO			
8.	Good housekeeping in storage	roŏffis	, NO			

CHI	CHECKLIST		NO	DESCRIPTION	LOCATION	RECOMMENDATIONS M	ADMETE CORRECTED
1.	Aisles and lanes free of electrical phone cords or other hazards	al čtoro	ds, ^{NO}				
2.	Finger guards on paper cutters, arm stays up when raised and re	aňt⁵o eleaso	cuttfng ed)			
3.	Hazardous chemicals stored in cabinets or out of the reach of c						
4.	Audiovisual equipment strapped based, stable carts	ltŏ [⊑] ŵi	de⁰ഥ				
5.	Good housekeeping in storage	clờ §ê t	s ^{NO}				
6.	GFCI Protection within 6' of sink	s, ^Y ē¶c	, NO				
7.	No extension cords used (limite strip use acceptable)	d βĐw	er ^{NO}				
8.	Evacuation plans posted in each	n ď් ව් s	srð⁄9n	ו			
9.	Fire retardant paper used for de	cời lấ ti	on's				

▷ SECTION J: GYMNASIUMS/AUDITORIUMS

	ECKLIST	YES		DESCRIPTION	LOCATION	RECOMMENDATIONS MADAETE CORRECTE
1.	Emergency lighting provided and maintained	d ^{YES}	NO			
2.	Lighted exit signs provided and	mä f ñt	ain⁄ed			
3.	Fire extinguishers properly locat	ed#fa	gg\ed			
4.	Access to exits unobstructed	YES	NO			
5.	Bleachers/seating in good repair	YES	NO			
6.	Smoke/heat detectors over stag	e ^{YES}	NO			
7.	Sprinklers over stage	YES	NO			
8.						

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⇒ SECTION 0: SECURITY

	Employment applications require	AYES				
2.		eu	NO			
	Employee background checks p	erfffri	me't			
3.	Review and follow up on sta ref	erĕño	ce\$ ^{IO}			
4.	Facility access controlled (fence	d affic	l gate	d)		
5.	O -limits areas posted and secu	reĕ ^{ES}	NO			
6.	Key control measures in e ect (s and vehicles)	str Ve tu	ur e \s			
7.	Facility periodically re-keyed	YES	NO			
8.	More than one person assigned cash and disbursements	tở₩c	rk ^N ₩it	th		
9.	Night watch	YES	NO			
10.	Lighting adequate	YES	NO			
11.	Screens on lower windows	YES	NO			
12.	Shrubbery trimmed to eliminate hiding areas	sľáðd	ow\\$9			
	Written weapons and violence p policy	reV e r	nti d Y9			
14.	Scrutiny for possiblity of weapor	ns ^{YES}	NO			

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RENEODES	

▷ SECTION P: TRANSPORTATION (continued...)

▷ SECTION Q: FIRST AID

▷ SECTION R: EMPLOYEE SAFETY

CHECKLIST			NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADDLETE COR	RECTED
1.	Adult and student employees train experienced for tasks/equipment	neŒa opera	nd ^{NO} Ited, e	tc.			