



School Safety Inspection Checklist

Location	Inspected By	Date
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CLASSROOMS

	Yes	No	N/A
Are legible fire exit and route signs in appropriate locations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a Fire Safety Plan and is the teacher aware of the content and location of the Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ceilings or exit doors free of combustible material such as artwork, posters, paper etc? <i>As a guideline, no more than 20% of the total wall surface (include boards, cabinets, windows, etc.) to be covered with combustible materials.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clear path through the classroom furniture to the exit door? <i>As a rule of thumb, the width of the clear path should be the same as the width of the door(s).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there ground pins on three wire electrical plugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical outlets, cover plates and wall switches secure and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords three wire, in good condition and used for temporary purposes only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are multi-use cords equipped with power strips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do windows open easily and stay open according to their design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is air quality, temperature and ventilation acceptable to meet applicable standards? <i>Concerns may be determined by conversation with the teacher in the classroom.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ventilation and heating ducts kept unobstructed by books, paper etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ceiling tiles in place, unbroken and with no sign of mold formation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the ceiling, walls and floor free from water leaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor tiles or carpeting securely fastened to reduce trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors free from slips, trips and fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are audio-visual screens and maps securely suspended using fittings designed for the purpose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelves or shelving units firmly anchored to the wall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are step stools or small ladders available for accessing stored items from high shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage on top of wall-mounted cabinets limited to lightweight objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there First Aid kits available and does all staff know where the stations are located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PORTABLE CLASSROOMS (All items on checklist for Classrooms apply with the following additions)

	Yes	No	N/A
Are the exterior siding, soffits and eaves including gutters, where applicable, in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area around and under the portable well drained with no standing water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are steps and porch surfaces in good repair with suitable anti-slip materials on the surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails and hand railings installed and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is snow and ice removed at both doorways and the approaches to the doorways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the electrical service mast in good repair and meter socket enclosed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is exterior lighting operating and adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are wall panels intact with no exposed fiberglass insulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs of mould growth on wall panels or ceiling, particularly near windows or areas of past water leakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an intercom or other method of communication with the main building in operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCIENCE LABS (All items on checklist for Classrooms apply with the following additions)

Are chemical containers kept closed when not in immediate use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is local ventilation, such as a fume hood, used when transferring chemicals from one container to another?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are desk-top exhaust vents fully operational, clear of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fume hood, if present, used for chemical transfer only, not storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a separate signed container provided for broken glass in classrooms and prep rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are teacher workstations located outside the chemical storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an accessible fire extinguisher wall-mounted in each classroom and prep-room (CO ₂ or dry chemical type)? Does the extinguisher have an inspection tag indicating the date of the monthly inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the natural gas emergency shutoff valve location clearly marked (where classroom has gas supply)? Is there clear access to gas shut-off valves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are eyewash stations available and operational? Location should be clearly marked using standard signs and regular testing should be in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is personal protective equipment available and used, e.g. face shields, aprons, and gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ALL chemicals clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are material safety data sheets available for all hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Is there an up-to-date inventory of chemicals being stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a chemical spill kit available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are quantities of all chemicals kept as low as possible? Are all chemicals present required for the program level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are corrosive chemicals stored in mechanically vented storage cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL EDUCATION

	Yes	No	N/A
Do gyms have secure guards over any lighting to ensure they cannot be damaged by normal gym activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fixtures such as bleachers and basketball backboards securely fastened to the wall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bleacher seating and walking surfaces in good condition? Are sturdy handrails in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are retractable basketball backboards raised and lowered manually, unless equipped with an electrical system? <i>Devices such as electric drills should not be used.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all fixed equipment, (e.g. ropes, climbing racks and basketball backboards) inspected regularly? Are records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are walls behind backboards properly padded? Is the padding in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor sockets for game standards flush with the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do storage areas where volleyball net posts, handball nets etc. are stored have suitable restraints to prevent tipping and falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do storage areas, for large objects, have suitable guards over the lighting to ensure the bulbs are not broken when moving large objects in and out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are weight rooms supervised when in use? Are they locked when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIBRARY and COMPUTER LABS *(All items on checklist for Classrooms apply with the following additions)*

	Yes	No	N/A
Are bookshelves situated with clear paths for exit in case of fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are free-standing bookshelves double width and shoulder height for stability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all wall mounted shelves securely fastened to the wall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bookshelves not overloaded? <i>(no evidence of bending or warped shelving)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tables and chairs sturdy and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer cabling and power strips secured to prevent a tripping hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are large television monitors secured to carts by safety straps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CAFETERIA / AUDITORIUMS

	Yes	No	N/A
Are tables and seating in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tables and chairs arranged to provide clear aisles for emergency exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety mats provided in trash and other potentially wet areas to prevent slips and falls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cold storage areas maintained at proper temperatures? Are they regularly checked? Are records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dry storage areas clean and free of signs of insects and vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cleaning products and other chemicals stored separately from food supplies, paper products, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is overhead lighting above the stage, or supplying the stage, wired permanently; i.e. not using extension cords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do overhead floodlights or spotlights have safety chains or wires securing them to the overhead frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fixed seats in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do backstage mezzanine and steps leading to the mezzanine area have a guardrail and handrail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are auditorium steps in good condition, particularly on the stair edge to eliminate trip hazards? <i>(If there is a metal or plastic nosing on the steps, it should be checked to ensure it is secure.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there accessible fire extinguishers (CO ₂ or dry chemical type) wall-mounted in appropriate locations such as in stage wings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WOOD (AG) SHOP

	Yes	No	N/A
Are tools grounded by means of a three-prong plug or UL-rated double-insulated tool with a two-prong plug?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are personal protective equipment, safety glasses or goggles, face shields, hearing protection, safety footwear etc. used or worn where there is a risk of injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical power cords, plugs, armored cable, flexible conduit, strain relief and box connectors intact secure and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are guards for all equipment operational and in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are good housekeeping practices followed? Is work area swept daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are metal trash containers used? <i>(Cardboard or plastic containers can contribute to fire risk)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all tools in good, safe condition? Do all hand electrical tools have undamaged power cords and plugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are loose lumber and wood products stored in a safe fashion so there is no danger of injury to anyone accessing the materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies such as paints, varnishes, lacquers and thinners or solvents clearly labeled and safely stored in a metal cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

METAL (WELDING) SHOP

	Yes	No	N/A
Is all welding equipment inspected annually, are records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a ventilation system in place to draw fumes away from the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does gas welding equipment have tanks secured by non-combustible restraints while in use <u>and</u> being stored? (<i>Rubber "bungee" cords are combustible and should not be used</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all compressed gas cylinders have the storage caps and secured to prevent from falling whether the tanks are full or empty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a hand truck available to move large tanks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is personal protective equipment such as welding goggles, welding gloves, welding apron etc. available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all hoses in good condition without cracks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are major tools (lathes, grinders, saws, etc.) properly guarded? Are belt/pulley pinch points guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ON/OFF switches on major power tools shielded or recessed to prevent an accidental start?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bench grinder wheels in good condition with no cracks or major chips? Is there a tool rest adjusted to within ¼ inch of the wheel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is stationary equipment securely bolted to the floor or bench?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FAMILY STUDIES (*All items on checklist for Classrooms apply with the following additions*)

	Yes	No	N/A
Are all major and minor appliances in good condition and maintained on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the local exhaust ventilation (where installed) operating with filters and is the under-hood area clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pot holders/mitts accessible in cooking technology area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a fire extinguisher secured to wall with an inspection tag indicating visual inspection within the last month?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area around and above stoves or stove hoods kept free from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are knives stored safely in racks or knife blocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are food preparation and cutting surfaces maintained to prevent contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sewing machines mechanically fit with power cords and plugs in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are machines and cords arranged so as not to create a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are GFCI plugs installed in potentially wet areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are laundry products properly stored and in their original containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



