

CHECKLIST FOR USE BY SCHOOL SAFETY COMMITTEE

NAME OF SCHOOL:

PRINCIPAL/DESIGNEE RESPONSIBLE:

DATE OF SAFETY SURVEY:

A. STORAGE	YES	NO	N/A
1. Are materials stored less than 18" below the level of the sprinkler head?			
2. Are materials stored (such as paper, cleaning supplies, etc.) under stairs or in stairwells?			
3. Are there flammable materials (such as duplicating fluid, gasoline, etc.) stored in the school?			
4. Are custodial storage areas in need of general housekeeping?			
5. Are there materials stored in areas that are not recognized as legitimate storage areas?			
6. Are there tables, chairs, and other obstacles located in corridors that limit the capability to exit promptly?			
7. Are chemicals for science program (that are of an explosive nature), readily accessible to students, stored in unsecured cabinets?			
8. Are the cabinets (used for the chemical storage) located in storage areas that do not have exhausting/venting capability?			
9. Are oily rags retained for re-use?			
10. Are materials (unrelated to the mechanical operation of the school) stored in the Mechanical Room?			
11. Are gasoline engines (attached to any piece of equipment) stored in mechanical or instructional rooms of the school?			
12. Do student lockers generally contain excessive amounts of paper?			
13. Are there materials stored adjacent to or in front of electrical unit heaters?			
14. Are there flammable shop supplies (such as turpentine, paints, varnishes, lacquers, etc.) that are not stored in metal cabinets?			
15. Are unauthorized spaces used for storage purposes?			
16. Is combustible cleaning/duplicating fluid stored in regular interior storage areas?			
17. Do metal waste cans need to be provided for industrial art shops? All waste materials should be removed and disposed of daily.			

⓪ If "yes" is checked as the answer(s) to any of Section A above, that particular question should receive immediate attention and action be taken to correct the problem(s).

B. ELECTRICAL	YES	N O	N/A
1. Is there an excessive amount of cords/adapters used continuously throughout school?			
2. Where extension cords are used, do any of these not have certification of Underwriters Laboratories affixed?			
3. Are extension cords in need of repair (showing exposed wires, frayed ends, etc.) or disposal?			
4. When stored, are extension cords hung on nails?			
5. Are there improperly wired appliances/instructional equipment in place for use?			
6. Are exit lights, fire pull stations, or fire bells in need of repair?			
7. Are aluminum ladders in use for light bulb/ballast replacement?			

If "yes" is checked as the answer(s) to any of Section B above, that particular question should receive immediate attention and action be taken to correct the problem(s).

C. MISCELLANEOUS	YES	N O	N/A
1. Are fire extinguishers situated in some systematic pattern throughout the school (such as in each suite, wing, floor level, or shop)?			
2. Are fire extinguishers checked frequently to make sure they are filled/re-filled and in proper working order?			
3. If applicable, is a fire lane established in front of school and designated properly?			
4. If applicable, are fire lanes and exit areas near exit doors kept free of motor vehicles?			
5. Are all decorations fire retardant?			
6. Are stair tower doors operated without modification to the design? (No doorstops, props, etc.)			
7. Are only spaces (as authorized by the Fire Marshall) used for instructional purposes?			
8. Is furniture arranged in instructional area(s) in ways that will not block exiting of the space(s)?			
9. Are exit doors unbound when the building or a portion of it is occupied?			
10. Are caution signs used in appropriate places to lessen the possibility of accidents on wet floors?			
11. Are general housecleaning activities regularly scheduled?			
12. If applicable, is the emergency generator tested weekly to ensure that it is in good working order?			
13. Are maintenance requisitions relating to safety items concluded in a reasonable time frame?			
14. Right-To-Know Law -- Have all employees received a copy of the administrative procedures for the <i>Access to Information About Hazardous and Toxic Substances</i> ?			
15. Right-to-Know Law -- Is the Chemical Information List available in the office for employee review?			

16. Are appropriate precautions taken by employees when dealing with blood or blood products (i.e., custodial clean-up, health room practices, etc.)			
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U If "no" is checked as the answer(s) to any of Section C above, that particular question should receive immediate attention and action be taken to correct the problem(s).