

Attachment A

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

School District _____ **School Superintendent** _____
School Name & Address _____
Principal(s) _____
Date of Assessment _____

Facility Assessment

Exterior Review

1. Parking

- A. Has the school designated and appropriately labeled parking for handicap individuals? _____
- B. Are visitor parking spaces marked and in close proximity to the office? _____
- C. Is there appropriate means of access to the building? _____
- D. Are the grounds and parking areas properly maintained? _____

2. Signage

- A. Does the school have appropriate and adequate signage? _____
- B. Are there signs indicating the school name? _____
- C. Are there signs instructing visitors to report to the office? _____
- D. Are there directions to the office? _____
- E. Are there signs designating that weapons, tobacco and drugs are prohibited on campus? _____

3. Utilities

- A. Are main utilities shut offs properly identified by signage outside? _____
- B. Has access to mechanical/storage areas been secured? _____

4. Maps

- A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus? _____
 - 1. Electricity _____
 - 2. Natural Gas or Propane _____
 - 3. Water _____

5. Sidewalks/Steps

- A. Do the walkways and steps provide adequate access to all buildings? _____
- B. Are steps in good repair? _____
- C. Are handrails provided? _____

6. Fire Prevention

- A. Are fire hydrants near the building unobstructed? _____

7. Playground area

- A. Are all playgrounds fenced? _____
- B. Are there barriers in place to separate children from vehicular traffic flow?

- C. Is the playground surface shock absorbent? _____
- D. Is playground equipment properly installed, adequately spaced and free of sharp edges? _____
- E. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission? _____

Interior Review

1. Corridors

- A. Is clear egress provided? _____
- B. Does the area have emergency lighting? _____
- C. Do lighted egress signs identify each egress point? _____
- D. Are fire extinguishers provided no farther than 75 feet from any area? _____

2. Classrooms

- A. Can classroom doors be secured from the inside? _____
- B. Do classrooms have evacuation maps posted? _____
- C. Does each classroom have two means of egress? _____
- D. Is the second means of egress unobstructed and labeled? _____
- E. Does each classroom have a two-way means of communication with the office? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are surge protectors plugged into wall outlets? _____
- H. Are electrical wall outlets covered? _____
- I. Were there any classrooms with more than 20% of walls covered with paperwork? _____

3. Dietary/Dining Area

- A. Is there emergency lighting in dining room? _____
- B. Are evacuation maps posted in dining room? _____
- C. Are portable fire extinguishers available in dining room? _____
- D. Do lighted egress signs identify each egress point? _____
- E. Are extension cords being used for a permanent power source? _____
- F. Are the kitchen ranges, and hoods free from grease or dust build-up? _____
- G. Is an automatic fire suppression system provided to protect the cooking surface? _____
- H. Is automatic fire suppression system inspected and tagged bi-annually? _____
- I. Is there at least one portable fire extinguisher with a 40B rating? _____
- J. Is there a Type K fire extinguisher in the cooking area? _____
- K. Has staff participated in fire safety training annually? _____

- L. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- M. Are there any open blanks in the electrical panels? _____

4. Gymnasium/Auditorium (Public Assembly Area)

- A. Are at least two exits provided clearly marked by illuminated exit signs?

- B. Do egress doors have functional panic hardware? _____
- C. Are exits free of obstruction? _____
- D. Is a fire extinguisher provided for each 3,000 square feet of floor space and placed in a position no farther than 75 feet from any area? _____
- E. Are occupancy loads posted? _____
- F. Does the area have emergency lighting? _____
- G. Are there at least two portable fire extinguishers on the playing surface of the gym? _____
- H. Is there a portable fire extinguisher in the stage area? _____
- I. Are there open blanks in the electrical panels? _____
- J. If stage area has floor lights, are they covered? _____

5. Laboratories

- A. Is there an eye wash station available? _____
- B. Does laboratory have protective eyewear for each student? _____
- C. Is there a portable fire extinguisher available? _____
- D. Are there emergency utility cutoffs near the teaching station? _____
- E. Does the laboratory have a functional vent-a-hood? _____
- F. Are workstations kept in a safe condition? _____
- G. Are there any unprotected electrical outlets on students' workstations? _____
- H. Does the school have a policy and procedure, which outlines the safe use of laboratory equipment and chemicals? _____

6. Chemicals and Storage Area

- A. Is there a complete inventory of chemicals on hand? _____
- B. Are Material Safety Data Sheets (MSDS) available for each chemical? _____
- C. Are chemicals labeled and dated? _____
- D. Does the school have a central storage area for chemicals? _____
 - 1. Is the storage area vented? _____
 - 2. Are shelves in good condition? _____
 - 3. Are hazardous chemicals (such as strong acids and bases) stored separately? _____
 - 4. Is area secured? _____

7. Shops/Vocational Areas

- A. Are equipment/tools protected with covers/guards? _____
- B. Does area provide protective eyewear for each student? _____
- C. Are power tools and equipment secured properly (drill press, air compressors, etc.)? _____

- D. Are aisles/storage bins kept neatly and uncluttered? _____
- E. Do lighted egress signs identify each egress point? _____
- F. Are extension cords being used for a permanent power source? _____
- G. Are there open blanks in the electrical panels? _____
- H. Are there any unprotected electrical outlets? _____

8. Mechanical/Electrical/Custodial/Storage Areas

- A. Is storage orderly and appropriate? _____
- B. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings? _____
- C. Is storage separated from heaters and heat-producing devices? _____
- D. Is there ventilation in the storage area? _____
- E. Are flammable liquids stored properly? _____
- F. Is lawn equipment and gasoline stored properly? _____
- G. Are custodial/storage areas kept locked? _____

9. Restrooms

- A. Do water closets, urinals, lavatories operate properly? _____
- B. Do the facilities accommodate handicap individuals? _____
- C. Are partitions in good working order? _____
- D. Does the area have proper ventilation? _____
- E. Is there evidence that area has been serviced on a routine basis? _____

10. Facility Wide

- A. Is the school protected by an automated fire alarm system? _____ (If so, is it functional?) _____
- B. Did the school have an automated sprinkler system? _____ (If so, has it been inspected?) _____
- C. Are gas/LP fired heaters/boilers properly vented to the outside? _____
- D. Have pressure vessels (hot water heaters, boilers, air compressors) above 200,000 BTU been inspected and tagged with current license? _____

11. Asbestos Management

- A. Does the school have an Asbestos Management Plan on file? _____
- B. Has the school complied with the AHERA three-year re-inspection? _____
- C. Has the school sent parents and employee notification on an annual basis?

- D. Have 6-month inspections been performed? _____

12. Lighting

- A. Is interior lighting adequate in all areas? _____
- B. Are interior lights working and in good repair? _____
- C. Are covers provided for all lights? _____

13. Stairs

- A. Do stairs have handrails? _____
- B. Are stairs a minimum of six feet wide and leading to major exits on the ground floor? _____
- C. Are stair treads in good condition? _____
- D. Is there a plan for handicapped egress from second floor? _____
- E. Do stairwells have emergency lighting? _____

14. Heating/AC/Ventilation

- A. Is there evidence that system has been serviced on a routine basis? _____

15. Electrical System

- A. Are electrical panels secured (blank spacers missing)? _____
- B. Are electrical panels labeled properly? _____

16. Ingress/Egress Doors

- A. Do egress doors have functional panic hardware? _____
- B. Do all egress doors open outward? _____
- C. Are any egress doors chained and/or padlocked? _____
- D. Are exits completely unobstructed? _____