

Quarterly Building Safety Inspection

Date: _____	Building: _____	COMMENTS
1. EMERGENCY EXITS (Inspect to ensure that there are no exit door or exit path obstructions or for items that could fall or move into an exit path. Emergency evacuation maps must be posted by each classroom's primary exit):		
2. EMERGENCY EQUIPMENT (Inspect to ensure that emergency lighting is functioning, EXIT lights are functioning, fire extinguishers are checked monthly for accessibility and charged, and that pull stations are accessible. Ensure that all emergency eye wash / shower stations are flushed monthly and that accessibility is maintained.):		
3. EMERGENCY PREPAREDNESS (Ensure that your location's emergency plan is current and that emergency information has been communicated to staff. Ensure that radios, bullhorns, emergency supplies, first aid supplies and attendance rosters etc. are ready in case an emergency arises.):		
4. FIRE DOORS (Fire doors are identified by a tag on the hinged edge or top edge that indicates the fire rating of the door. Fire doors have a closing device and some have magnetic hold-open devices that release the door when alarms are activated. Fire doors without magnetic hold-open devices must not be propped open with wedges or any other item.):		
5. ELECTRICAL (Inspect for unapproved use of extension cords, piggy backing of power strips, the use of unapproved "zip" cords or unapproved multi-plug adapters, frayed, torn or damaged insulation on cords and for missing ground prongs on plugs. Ensure that accessibility to and clearance in front of electrical breaker panels is maintained.):		
6. HAZARDOUS MATERIALS (All products that contain a hazardous ingredient must have the required labeling and hazard warnings. Secondary containers, spray bottles etc., must also have the required labeling. An MSDS must be accessible for each product. Hazardous materials must be stored in approved containers or cabinets and kept out of the reach of children.):		
7. PERSONAL PROTECTIVE EQUIPMENT (PPE) (Ensure that all staff and students are wearing the required PPE for the type of exposures.):		
8. DISPLAY OF COMBUSTIBLE MATERIALS (Inspect to ensure compliance with Fire Department guidelines: No more than 20% of classroom wall surfaces may be covered with combustibles. No more than 10% of exit corridor wall surfaces may be covered with combustibles. No combustibles may be placed on classroom doors. Hanging banners must not obstruct fire sprinkler water spread and must be treated with a flame retardant.):		
9. HOUSEKEEPING / STORAGE (Housekeeping conditions must not obstruct access to electrical		

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<p>panels, switches or breakers. Storage should not be placed within 2 ft. of the ceiling or within 18 inches of fire sprinkler heads. Stored items shall not obstruct egress from any room or exit corridor and should not present a fire risk because it presents an excessive fuel source. Housekeeping shall not hinder the custodian's ability to properly clean a classroom.)</p>	
<p>10. INDOOR AIR QUALITY (Inspect for conditions / factors that may cause IAQ problems such as moisture from leaks, evidence of mold growth, excessive dust, vapors or unusual odors. HVAC supply and exhaust vents must be kept clear of all obstructions. Report IAQ concerns to your building administrator and Safety Coordinator.):</p>	
<p>11. PLAYGROUNDS (Inspect playground equipment for any signs of vandalism or broken or damaged components. Inspect depth of wood chips or pea grave or the condition of rubber matting to ensure adequate fall protection. Report any unsafe conditions to Safety Coordinator immediately.)</p>	
<p>12. GENERAL FACILITY (Inspect facility and grounds for safety and health concerns such as tripping hazards, traffic and pedestrian concerns, lighting, drainage problems, low branches, dangerous insects, pests, bird droppings, etc.):</p>	
<p>13. AUDITORIUM / STAGES (Ensure that all auditorium and stage EXITS and exit paths are free of obstructions and that the illuminated EXIT signs are not obscured. The drop-zone for the stage fire curtain and its emergency pull rings must be kept clear of obstructions at all times.</p>	
<p>OTHER SAFETY AND HEALTH CONCERNS:</p> 	
<p>**Review inspection findings with safety committee and document recommended corrective actions or action taken to address the concerns on monthly meeting minutes.</p>	
<p>**Post copies of the monthly inspection form and meeting minutes where other staff communication posting are located and email a copy to Amy Cattivera in the District Office: acattivera@grantspass.k12.or.us</p>	