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? _____