

I. GENERAL DISTRICT SAFETY	N/A	NO	YES
1. Do you have an on-site safety committee?			
2. Are all employee departments/groups represented on the safety committee?			
3. Do you have an active emergency preparedness plan in place?(SB 133)			
4. Do you have a written chemical management program/plan? (RRGS 8-112, 113)			
5. Are your Material Safety Data Sheets (MSDS) kept in a location convenient to all staff members? (RRGS 8-109)			
6. Are MSDS maintained and current? (RRGS 8-109)			
7. Are employees trained in the proper use of the hazardous materials they work with at least once a year?			
8. Is personal protective equipment provided to students/staff? (RRGS 8-101, 118)			
9. Is the use of protective equipment by students/staff enforced?			
10. Are the employee rights, labor codes and employer obligation posters posted in a location accessible to all staff?			
11. Is your staff trained in Bloodborne Pathogens (BBP) at least once a year?			
12. Do you prohibit the use of trampolines? Trampolines larger than 36" by 36" are excluded from insurance coverage. Use of trampolines less than 36" by 36" must be directly supervised and not used for cheerleading or school spirit activities.			
13. Are roof leaks promptly repaired?			
14. Do you inspect roof tops monthly? i.e. standing water, cracks. If yes, is it documented?			
15. Do you inspect for the presence of mold or mold causing conditions? If mold is found is promptly removed?			
16. Are indoor air quality complaints responded to in a timely manner?			
17. Are all custodian/maintenance staff trained annually under AHERA? (OSHA 29 CFR 1910.1001 (j)(7)(ii))			
18. Is your asbestos management plan available to staff and parents?			
19. Have AHERA notifications been sent to parents and staff annually (40 CFR 763.83)?			
20. Do you have a preventative maintenance program for your HVAC system(s)? If yes, is there written documentation?			
21. Do you have snow removal plan for all facilities and is there documentation of training for staff responsible for snow removal?			

REMARKS

II. SITE SECURITY ISSUES	N/A	NO	YES
The safety and security of students and staff has been made the districts responsibility under Senate Bill 133 (SB 133).			
1. Does your site identify and correct security hazards?			
2. Does your district have policies and/or procedures addressing violence control and security issues?			
3. Do the policies and/or procedures include:			
a. Internal violent situations (student-student, student-employee, employee-employee, suicide, etc.)?			
b. External violent situations (intruder-student or employee, situations occurring away from campus on field trips, athletic trips, etc.)?			
c. Students, employees or visitors bringing weapons or controlled substances to school facilities or off-site activities?			
e. Bomb or biological weapon threats?			
f. Hostage situations?			
g. Evacuation of students, employees and visitors to predetermined safe areas if necessary?			
h. Property security (burglary, theft, vandalism, etc.)?			
i. Premises security (buildings, grounds, parking lots, etc.)?			
4. Do the policies and/or procedures require:			
a. All outside doors to be locked from inside, except main entrance(s)?			
b. Areas around buildings largely clear of trees, bushes and shrubs to permit unobstructed views?			
c. Adequate communication methods for employees with office in case of emergencies (intercoms, walkie-talkies, cell phones, etc.)?			
d. Methods for teachers to be notified to lock classroom doors from inside and keep students in safe locations during emergency situations?			
e. Final security inspection for all buildings at closing time?			
f. Alarm system(s) to be used when school premises are unoccupied?			
g. Video cameras near entrances/exits?			
h. All visitors to enter through main entrance(s) and sign in at office?			
i. All visitors to wear temporary badges or other ID to show they have checked in at office?			
j. All employees to report visitors not wearing badges or other ID's to office?			

5. Do you have an anti bullying policy that requires training of students and staff?			
6. Do you investigate assaults (incidents involving students or staff)?			
7. Is the facility equipped with adequate night lighting?			
8. Is a record kept indicating those to whom keys have been issued?			
9. Are audio-visual equipment, band instruments, power tools, and other capital equipment items permanently marked for identification (e.g. stencil, etching)?			
10. Is a property inventory log maintained?			
11. Are fixed asset items (such as laptops) assigned to a specific individual responsible for safeguarding the security of the item?			
12. Are there consequences for damage or loss of these items?			
13. Is there a secured/alarmed area available for storage of fixed asset items when not in use?			
14. Is staff allowed access on weekend/night/off-hours?			
15. Is this staff access monitored and documented?			
Vandalism Prevention			
16. Do you secure all doors, windows, skylights; especially entrances on alleys and remote walkways?			
17. Have you installed intrusion alarm systems and do you have a procedure to make sure it is set when building is closed?			
18. Do you not allow landscaping to provide camouflage or hiding places? Open views to the building discourages criminal activity and allows patrolling security or police better surveillance.			
19. Do you keep the building entrances/windows visible and well-lighted?			
20. Do you keep grounds well-lighted at night?			
21. Have you established a relationship with neighborhood groups and encourage the reporting of suspicious actions of persons near school grounds and structures?			
22. Have you secured the perimeter of buildings so there is nothing to be used as access to the roof or other remote location of facilities (e.g. ladders, dumpsters, or trashcans)?			
23. Do you store district vehicles in a secure location without keys in the ignition? Keys should be kept in a locked box somewhere other than where the vehicles are stored.			
24. Have you posted anti-vandalism signs as a deterrent?			
25. Do you schedule custodial crews or security staff at night?			
26. Do you provide a means of incentive for reporting vandalism?			
27. Do you keep local law enforcement agencies informed about acts of vandalism?			

III. FIRE AND INTRUSION PREVENTION	N/A	NO	YES
1. Is routine maintenance performed on the fire alarm system at least once a year? (UFC 10-2)			
2. Is the intrusion alarm system tested at least once a year?			
3. Do you have zone maps for the fire and intrusion systems posted in the proper places (main office and alarm panels)?			
4. Is an audible fire alarm drill conducted monthly during the school session? (UFC 1303.3.3.2)			
5. Could alarms be heard clearly in all areas of the campus? *Be sure portables and outlying buildings have annunciating devices.			
6. Did all students and staff respond in an orderly fashion?			
7. Did the evacuation take less than 5 minutes?			
8. Is the facility equipped with automatic fire sprinklers? (UBC 904.2.4.1 and 1003.2.4) EXCEPTIONS: 1. When each room used for instruction has at least one exterior exit door at ground level and when rooms used for assembly purposes have at least one half of the required exits directly to the exterior ground level, a sprinkler system need not be provided. 2. When area separation walls, or occupancy separations having a fire-resistive rating of not less than two hours subdivide the building into separate compartments such that each compartment contains an aggregate floor area not greater than 20,000 square feet (1858 m2), an automatic sprinkler system need not be provided.			
9. Is there a master plan showing the locations of the fire extinguishers?			
10. Are locations of fire extinguishers easily identifiable by a sign or sticker or other form of I.D.? (RRGS 8-124)			
11. Are fire extinguishers mounted on the wall within 75 feet travel distance to all portions of a building? (UFC 10-1)			
12. Do newly constructed buildings (built after 1992) have Fire Suppression systems, monitored Fire Alarms or monitored Intrusion Alarms? (UFC 1007.2.4)			
13. Is combustible material storage greater than 24 inches from the ceiling in non sprinklered buildings and greater than 18 inches in sprinklered buildings. (UFC 1103.3.2.2)			
14. Are all exits clear of obstructions? (UBC 1003.2.5)			
15. Are all exits signs illuminated and equipped with 1½ hour power source backup? (UBC 1003.2.8.4. and UBC 1003.2.8.5)			
16. Have you identified issues that do not meet UFC/UBC and developed a plan to come into compliance?			
Arson Prevention			
17. Have you installed smoke alarms, automatic and tamper-proof sprinklers, and other fire safety equipment?			
18. Is the school grounds kept clear of fuel sources such as landscape trimmings, newspapers, leftover paint, old rags and other trash?			

IV. FOOD PREPARATION, SERVING & EATING AREAS	N/A	NO	YES
1. Are there spill and clean procedures for floor care and safety? If yes, what are they?			
2. Can the freezer/refrigerator be opened from the inside?			
3. Are aisles and work areas free of slip and fall hazards?			
4. Is the food storage area well organized with the heaviest items stored low?			
5. In areas where kitchen floors can become wet and slippery, are there anti-slip mats or abrasive strips?			
6. Is all equipment in good repair?			
7. Are folding tables in good repair?			
8. Do folding tables latch when folded?			
9. Are folding tables labeled with warning signs indicating tip-over hazard? It is recommended that mobile folding tables be equipped with spreader bars.			
10. Are wall mounted folding tables equipped with a safety chain or lock to prevent accidental release if latch mechanism fails?			
11. Are only trained personnel allowed to raise and lower wall mounted and mobile tables and benches?			
12. Is there sufficient ventilation and fresh air for kitchen staff?			
13. Are electrical outlets within 6 ft of a water source GFCI Protected? (NEC 210-8)			
14. Is there at least 30" of clearance in front of electrical panels? (UFC 8509.2)			
15. Are the safety posters "FIRST AID FOR CHOKING VICTIMS" posted in all display areas where food is consumed?			
16. Are safety supplies and evacuation plans easily accessible?			
17. Are the proper fire extinguishers (40BC) mounted 3 to 4 feet high and within reach?			
18. Have the fire extinguishers been serviced within the last year?			
19. Is an approved automatic fire extinguishing system (40BC) installed over the cooking surface and is it inspect every six months? (UFC 1006.2 and 1006.2.8)			
20. Are the facilities clean and sanitary?			
21. Are exhaust fans/hoods clean and functional?			

V. INDUSTRIAL ARTS/SHOP CLASSES	N/A	NO	YES
General – for all Industrial Arts/Shop Classes			
1. Is the shop maintained in a neat and orderly manner?			
2. Are all exits clear of obstructions? (UBC 1003.2.5)			
3. Are shop instructors kept current on shop safety and related safety measures and do they know the location of utility shut-off's?			
4. Are students and staff trained in Lock-Out/Tag-Out procedures?			
5. Are students regularly instructed in shop safety and are safety measures enforced including how to read an MSDS? Are MSDS's readily available? (RRGS 8-109)			
6. Are shop rules and operating instructions posted in the classroom? (RRGS 8-101)			
7. Are first aid kits in convenient locations and maintained? (RRGS 9-101)			
8. Is personal protective equipment (e.g. eye protection) available to students and in good condition? (RRGS 8-101 and 8-118)			
9. Are flammable solvents and paints stored safely in approved safety containers and properly labeled? (UFC 7901; RRGs 8-108 and 8-110)			
10. Are the proper fire extinguishers mounted and within reach? (UFC 10-1 and 1001.5.1)			
11. Is all electrical equipment provided with electrical grounding? (NEC 250)			
12. Is all stationary power equipment bolted down?			
13. Is all equipment provided with guards and are all guards in place at all times? (RRGS 8-101)			
14. Are safe operating areas identified/marked on the floor around equipment? This will prevent accidental bumping of person using the equipment.			
15. Are master electric shut off switches provided in areas where power equipment is used and are they labeled and tested annually? (RRGS 8-123 and 8-124)			
16. Is local ventilation provided so that contaminants are exhausted away from the student and not through the breathing zone? (RRGS 8-107, 201, 202)			
17. Are shops equipped with emergency eyewash and shower stations? (RRGS 8-121,122)			

VI. AUDITORIUM, GYMNASIUM, & ATHLETIC FIELD	Auditorium		Gym		Field	
	Yes	No	Yes	No	Yes	No
Bleachers (enter NA for items that do not apply)						
1. Are 42 inch guardrails present on the backs and portions of the open ends of bleachers where the footboard, seatboard, or aisle is 30 inches or more above the floor or ground level? (CPSCB 2.2 and UBC 1008.5.7)						
2. Are openings in guardrails or under guardrails less than four inches? (CPSCB 2.2)						
3. Are all openings between components in the seating, such as between footboard, seatboard, and riser where the height is 30 inches or more less than four inches? (CPSCB 2.3)						
4. Are bleachers thoroughly inspected for the following items at least quarterly? Are the inspections documented in writing? (CPSCB 5)						
a. Welds intact						
b. Fittings and joints secure						
c. Broken/missing/loose hardware						
d. Ends of bolts/tubing capped						
e. No loose nuts/bolts/pins/other fasteners						
f. No exposed pinch/crush points						
g. Rods/retaining brackets intact						
h. No visible bending/warping/breakage of any component						
i. No rust or painting needed						
j. No loose/broken/missing steps, rungs or rails						
k. No broken or cracked wooden members, or splinters						
l. For permanent grandstands, access to understructure is restricted						
m. Change in level in walk areas easily visible						
5. In addition to the items listed above are telescoping bleachers inspected for the following?						
a. No uneven spacing in stacked rows						
b. Wall ties secure						
c. Floor anchors tight						
d. Moving parts lubricated						
e. Slide stops functional						
f. Row locks move freely and engage						
g. Rail sockets secure						
h. Floor traction system operates smoothly						

AUDITORIUM, GYMNASIUM, & ATHLETIC FIELD Cont.	Auditorium		Gym		Field	
	Yes	No	Yes	No	Yes	No
i. Power operation drums secure						
j. Push-pull chains straight with even tension						
k. Push-pull pads in place						
l. DO NOT CLIMB warning plates affixed						
6. Does a licensed engineer, registered architect, or company that is qualified to provide bleacher services inspect your bleachers at least every two years and provide a written certificate that bleachers are fit for use? (CPSCB 5)						
All Other Facilities and Fields						
7. Are soccer goals designed, constructed, and anchored in accordance with CPSC guidelines? (CPSCS)						
8. Are guardrails/handrails installed, secure and in good condition on all stairways and balconies? (UBC 1003.3.3.6 and 1003.3.3.7)						
9. Is the area free from tripping hazards? i.e. holes in turf, uneven floor.						
10. Are exits clearly marked and free of obstructions? (UBC 1003.2.8 and 1003.2.5)						
11. In places of assembly with an occupant load of 100 or more is emergency egress lighting provided with a 1 1/2 hour back up power source? (UBC 1003.2.9)						
12. Are exit paths well lighted? (RRGS 5-201)						
13. Are the fences around the school and fields in good condition (i.e. no holes, bent or broken poles, jagged exposed concrete, protruding wires)?						
14. Are all areas free of debris, broken glass and other hazardous materials?						
15. Do basketball hoops have nylon nets? Chain nets are not recommended.						
16. Is the fall surface material for indoor activities used and in safe condition?						
17. What indoor activities take place on the premises? Please list in the remarks section (e.g. gymnastics, climbing ropes, peg boards, climbing walls).						
18. Does the district require outside groups to fill out "Facilities Use Agreements"?						
19. Are certificates of insurance provided naming the districts as an additional insured?						

