

MASON COUNTY SCHOOLS SAFETY INSPECTION CHECKLIST

School / Site: _____ Date: _____

Inspected By: _____

The following checklist is a guide for annual safety inspections. Site personnel are required to correct any item marked "U" for unsatisfactory, if possible. All other deficiencies must be submitted to the Maintenance Department using a Work Order. Emergency situations needing immediate attention should be reported to the Maintenance Department by email to rcapling@access.k12.wv.us.

Please complete the Safety Corrections and Recommendations sheet for any item(s) marked "U" for unsatisfactory. Return the completed checklist QUARTERLY by email to recapling@access.k12.wv.us.

	S	U	N/A
A. EXTERIOR			
1. Are driveways and parking lots in good repair and adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are sidewalks in good repair and free of obstructions/trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are entrance steps in good repair with stable handrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. ENTRANCES AND GENERAL BUILDING			
1. Are entrances free of obstructions, kept dry and provided with mats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is adequate lighting provided throughout the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are doors and windows in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are floors/carpets in good condition – smooth without lumps or cracks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are Emergency Exits clearly marked and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are fire extinguishers properly maintained and inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is adequate clearance maintained for fire and safety equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the primary valve on the sprinkler system in the "open" position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Other areas of concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. STAIRS AND HALLWAYS			
1. Are stairs in good repair, with secure handrails and adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are lockers in good condition and secured to the wall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are hallways clear, dry and free of slipping/tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. CLASSROOMS			
1. Are the classrooms/work areas clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all hazardous materials clearly marked and kept out of reach of children?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all electrical cords in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are ladders available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are heavy items stored at easily accessible levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. JANITORIAL AREAS			
1. Is the janitorial closet locked to avoid access by students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all containers clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all hazardous materials clearly identified and stored properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are Material Safety Data Sheets (MSDS) available for all hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are latex gloves available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are heavy items stored at easily accessible levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. FIRST AID AND NURSE STATION			
1. Are first aid supplies inspected and replenished?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are latex gloves provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is medication kept out of reach of students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all materials, linens and couches disinfected immediately after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
G. OFFICES AND BREAKROOMS			
1. Are floors clear of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are file cabinets kept closed when not using?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are heavy items stored at easily accessible levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are areas free of excessive clutter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. FOOD PREPARATION AND CAFETERIA AREAS			
1. Are blades on food choppers, grinders and disposals properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are knives protected to prevent blades from being exposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all ventilation filters cleaned and kept free of grease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all toxic or cleaning materials stored away from food and clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are heavy items stored at easily accessible levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there nonskid mats located where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are safety gloves available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do coolers have adequate seals and operable interior release mechanisms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are cafeteria tables maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. GYMNASIUM AND EXTRA CURRICULAR SPORTS			
1. Are gym floors free of splinters and uneven spots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all glass fixtures (clocks, windows, etc.) protected to avoid breakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are bleachers maintained in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is equipment stored properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all basketball goals and backstops maintained in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are pads provided on walls, underneath baskets and in wrestling areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is all track equipment maintained in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are tennis courts in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are fences and backstops maintained in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are the locker rooms/field house maintained in a clean and orderly fashion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. PLAYGROUNDS			
1. Is access to and from equipment unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are any parts of the equipment missing or broken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there sharp edges or projections on the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are there any holes in which fingers may get stuck?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the slides smooth with adequate guardrail on sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all support structures for the equipment firmly anchored in the ground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are landing areas clean and contain enough mulch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. BOILER ROOMS			
1. Does equipment have appropriate guards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is storage of combustibles prohibited in this area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are rooms locked to prevent unnecessary access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. HOME ECONOMICS			
1. Are aisles, floors and stations clean, dry and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is all equipment adequately guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is all cleaning of equipment done without being plugged in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are ovens and ranges maintained free from grease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are pot holders available and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. AUDITORIUM AND STAGE			
1. Are stairwells clear and well lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all cables, ropes & cords taped down or covered to prevent tripping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is storage shelving secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are dressing rooms clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are auditorium seats broken or missing parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the stage floor in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
N. ART AREAS AND WORKSHOPS			
1. Are aisles, floors and stations clean, dry and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are machines in safe working condition and properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are machines turned off when unattended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are waste materials and oily rags disposed of properly and promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are protective glasses provided for all eye hazard areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are eye wash areas available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are spray booths clean and free of materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are torches and regulators clean and in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are hoses maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is kiln area free from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are automatic temperature controls located on the kilns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are all electrical cords in good condition and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Are non-skid areas provided around all machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are machines fastened securely in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are safety rules posed at each machine and workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are Material Safety Data Sheets (MSDS) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are sufficient scrap boxes provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. SCIENCE LABORATORIES			
1. Is a vent available to remove hazardous vapors and smoke?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are tabletops constructed of noncombustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are station heights appropriate for students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there adequate aisle space between tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a fire extinguisher available and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all chemical containers properly labeled and stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all flammable materials stored in a well vented safety cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are safety glasses and gloves available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is an explosion shield available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are Material Data Safety Sheets (MSDS) available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is an eye wash area readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S = Satisfactory

U = Unsatisfactory

N/A = Not Applicable

