



# SCHOOL SELF-INSPECTION FORM

Questions about safety or risk control?

Contact our specialists at [customer care@adventistrisk.org](mailto:customer care@adventistrisk.org)

SCHOOL:		DATE:	
EVALUATOR:		NUMBER OF STUDENTS:	
		DORM STUDENTS:	

## ▷ SECTION A: GENERAL

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing campers, as applicable)	YES	NO				
2. Evacuation Plans posted	YES	NO				
3. Assembly room occupant capacity posted	YES	NO				
4. Two fire drills conducted during first month of school. One drill per month during the remainder of the school year	YES	NO				
5. Fire alarm system tested during drills	YES	NO				
6. Automatic sprinkler systems receive annual professional maintenance	YES	NO				
7. Earthquake or other drills, as required by local jurisdiction	YES	NO				
8. Dormitory fire drills conducted at least quarterly	YES	NO				
9. Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)	YES	NO				
10. School personnel visually inspect extinguishers monthly for adequate pressure or tampering	YES	NO				
11. Lighting adequate	YES	NO				
12. Good housekeeping	YES	NO				



▷ SECTION A: GENERAL (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Doors in good repair	YES	NO				
14. Exit doors open in direction of exit travel	YES	NO				
15. All exit doors kept unlocked during occupancy	YES	NO				
16. Main exit doors equipped with panic hardware	YES	NO				
17. Building free from signs of roof of pipe leakage	YES	NO				
18. Windows free of cracks and breaks	YES	NO				
19. Electrical wiring in good repair	YES	NO				
20. Covered trash containers throughout	YES	NO				
21. GFCI Protection within 6 feet of sinks, etc.	YES	NO				



**▷ SECTION B: ELECTRICAL/MECHANICAL ROOMS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Multipurpose fire extinguisher provided	YES	NO				
2. Smoke/heat detectors provided	YES	NO				
3. 3-foot clearance maintained in front of and below electrical panels and equipment	YES	NO				
4. Room is free of flammable and combustible storage	YES	NO				
5. Access door fire rated and self-closing	YES	NO				
6. Mechanical, electrical and air-conditioning systems inspected and serviced annually	YES	NO				
7. Good housekeeping	YES	NO				
8. No holes in walls or ceilings (poke-throughs)	YES	NO				



▷ SECTION C: CORRIDORS/HALLWAYS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Corridors, exits and stairs free of storage or other obstructions	YES	NO				
2. All dead-end corridors properly labeled	YES	NO				
3. Exit signs and lights in place and working properly	YES	NO				
4. Smoke/fire doors kept closed	YES	NO				
5. Emergency lighting in place/tested/operating properly	YES	NO				
6. Fire extinguishers provided and tagged	YES	NO				

**▷ SECTION D: WALKING AND WORKING SURFACES**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Floor surfaces, steps, etc., in good repair	YES	NO				
2. Uniform step heights on stairs	YES	NO				
3. Handrails at all steps	YES	NO				
4. Handrails properly secured	YES	NO				
5. Mid-rails on open sides of steps	YES	NO				
6. Rails, mid-rails and toe boards for balconies and overhead storage	YES	NO				
7. Floors free of tripping hazards and slippery surfaces	YES	NO				
8. "Wet Floor" signs used after mopping operations	YES	NO				
9. Carpets free of tears and wrinkles	YES	NO				
10. Floor openings properly guarded	YES	NO				
11. Full-length glass doors and windows properly marked with trim or decals	YES	NO				
12. Proper lighting	YES	NO				

**▷ SECTION D: WALKING AND WORKING SURFACES**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Floor surfaces, steps, etc., in good repair	YES	NO				
2. Uniform step heights on stairs	YES	NO				
3. Handrails at all steps	YES	NO				
4. Handrails properly secured	YES	NO				
5. Mid-rails on open sides of steps	YES	NO				
6. Rails, mid-rails and toe boards for balconies and overhead storage	YES	NO				
7. Floors free of tripping hazards and slippery surfaces	YES	NO				
8. "Wet Floor" signs used after mopping operations	YES	NO				
9. Carpets free of tears and wrinkles	YES	NO				
10. Floor openings properly guarded	YES	NO				
11. Full-length glass doors and windows properly marked with trim or decals	YES	NO				
12. Proper lighting	YES	NO				

**▷ SECTION E: CAFETERIA/KITCHEN**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Hood and duct fire suppression with semi-annual service/maintenance (tag current)	YES	NO				
2. Multi-purpose extinguisher provided/ tagged	YES	NO				
3. Vents/filters cleaned regularly— documented	YES	NO				
4. Smoke/heat detectors in good repair	YES	NO				
5. Food is not stored on floors	YES	NO				
6. Food in coolers/freezers covered	YES	NO				
7. Safety latches on all coolers/freezers	YES	NO				
8. Floors kept clean/free of spills	YES	NO				
9. Portable signs used to indicate wet floors/ hazards in kitchen and lunchroom	YES	NO				
10. Tables and chairs in good repair	YES	NO				
11. All exits clearly marked with visible approved signs	YES	NO				
12. Unused folding chairs and tables stored in racks—not leaned against walls	YES	NO				
13. Periodic knife sharpening	YES	NO				
14. Steel mesh gloves used when cutting foods	YES	NO				
15. Bowl lock handles operable and used on Hobart mixers	YES	NO				



▷ SECTION E: CAFETERIA/KITCHEN (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
16. Hot water tanks secured and equipped with pressure relief valves	YES	NO				
17. Hot foods held above 140°F (60°C)	YES	NO				
18. Cold foods held below 40°F (4.4°C)	YES	NO				
19. Freezer at 0°F (-17.8°C)	YES	NO				
20. GFCI Protection within 6' of sinks, etc.	YES	NO				





▷ SECTION F: OFFICES/WORKROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Fire extinguisher available/tagged	YES	NO				
2. Electrical cords/plugs in good repair	YES	NO				
3. Aisles and lanes free of electrical cords, phone cords or other hazards	YES	NO				
4. No extension cords used (limited power strip use acceptable)	YES	NO				
5. Finger guards on paper cutters, and cutting arm stays up when raised and released	YES	NO				
6. Good ergonomic positioning of computer workstations	YES	NO				
7. Adequate access to equipment	YES	NO				
8. Good housekeeping in storage rooms	YES	NO				



▷ SECTION H: GENERAL CLASSROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Aisles and lanes free of electrical cords, phone cords or other hazards	YES	NO				
2. Finger guards on paper cutters, and cutting arm stays up when raised and released	YES	NO				
3. Hazardous chemicals stored in locked cabinets or out of the reach of children	YES	NO				
4. Audiovisual equipment strapped to wide-based, stable carts	YES	NO				
5. Good housekeeping in storage closets	YES	NO				
6. GFCI Protection within 6' of sinks, etc.	YES	NO				
7. No extension cords used (limited power strip use acceptable)	YES	NO				
8. Evacuation plans posted in each classroom	YES	NO				
9. Fire retardant paper used for decorations	YES	NO				

**▷ SECTION J: GYMNASIUMS/AUDITORIUMS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Emergency lighting provided and maintained	YES	NO				
2. Lighted exit signs provided and maintained	YES	NO				
3. Fire extinguishers properly located/tagged	YES	NO				
4. Access to exits unobstructed	YES	NO				
5. Bleachers/seating in good repair	YES	NO				
6. Smoke/heat detectors over stage	YES	NO				
7. Sprinklers over stage	YES	NO				
8. Curtains/scenery treated with flame retardant	YES	NO				
9. Access to catwalks/elevated stairs controlled	YES	NO				
10. Fly weights, ropes, cables in good repair	YES	NO				
11. Electrical wiring for stage lights grounded/maintained	YES	NO				
12. Storage of combustibles limited	YES	NO				
13. Good housekeeping	YES	NO				



▷ SECTION K: LOCKER ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Emergency lighting provided and maintained	YES	NO				
2. Access to exits in good repair	YES	NO				
3. Lockers secured to walls	YES	NO				
4. Lighting fixtures sealed	YES	NO				
5. GFCI Protection within 6' of sinks, etc.	YES	NO				
6. Housekeeping is adequate	YES	NO				
7. No lint buildup behind clothes dryers	YES	NO				



▷ SECTION N: BUILDING EXTERIOR

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Sidewalks in good repair	YES	NO				
2. Parking lots in good repair	YES	NO				
3. Handrails provided on all steps	YES	NO				
4. Weeds, trees, shrubs, trash adequately controlled	YES	NO				
5. No broken windows	YES	NO				
6. Brickwork in good condition	YES	NO				

**▷ SECTION 0: SECURITY**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Employment applications required	YES	NO				
2. Employee background checks performed	YES	NO				
3. Review and follow up on staff references	YES	NO				
4. Facility access controlled (fenced and gated)	YES	NO				
5. Off-limits areas posted and secured	YES	NO				
6. Key control measures in effect (structures and vehicles)	YES	NO				
7. Facility periodically re-keyed	YES	NO				
8. More than one person assigned to work with cash and disbursements	YES	NO				
9. Night watch	YES	NO				
10. Lighting adequate	YES	NO				
11. Screens on lower windows	YES	NO				
12. Shrubbery trimmed to eliminate shadows/hiding areas	YES	NO				
13. Written weapons and violence prevention policy	YES	NO				
14. Scrutiny for possibility of weapons	YES	NO				

**▷ SECTION P: TRANSPORTATION**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Vehicle use restricted only to official school activities	YES	NO				
2. Keys removed and vehicles locked when not in use	YES	NO				
3. Scheduled maintenance of owned and non-owned vehicles used in school activities	YES	NO				
4. Vehicle maintenance documented	YES	NO				
5. Vehicles have current registration	YES	NO				
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Dept. of Transportation (state laws may vary)	YES	NO				
7. U.S. Department of Transportation phone number posted prominently in applicable vehicles	YES	NO				
8. Seat belt policy strictly enforced for drivers and passengers	YES	NO				
9. Driver training for vans with a passenger capacity of 15 or more, 1-ton trucks or larger, and semi truck/trailer rigs (state laws may vary)	YES	NO				
10. School policy forbidding staff and/or students in back of pickups and/or trucks	YES	NO				
11. Drivers required to utilize approved routes	YES	NO				
12. Drivers not allowed to carry unauthorized passengers	YES	NO				
13. Drivers complete daily vehicle check-off list	YES	NO				
14. Drivers complete a driver's application form	YES	NO				



▷ SECTION P: TRANSPORTATION (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
15. Drivers at least 21 years of age	YES	NO				
16. Drivers in good health	YES	NO				
17. Driver's license current and suitable for the type of vehicle being driven	YES	NO				
18. No more than two traffic citations during the past three years	YES	NO				
19. No at-fault accidents during the past three years	YES	NO				





▷ SECTION Q: FIRST AID

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Doctor on premises	YES	NO				
2. Nurse on premises	YES	NO				
3. Specific area set aside for medical aid	YES	NO				
4. Cross-section of staff currently first aid/CPR trained	YES	NO				
5. Log of injuries, sickness and treatments kept	YES	NO				
6. Log of incidents and accidents kept (OSHA 300 and 301)	YES	NO				
7. All medicines and equipment locked away and strictly controlled	YES	NO				
8. First aid kits readily accessible and located throughout the school facilities	YES	NO				
9. First aid supplies and medications replenished as needed and checked yearly for date of expiration	YES	NO				



▷ SECTION R: EMPLOYEE SAFETY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Adult and student employees trained and experienced for tasks/equipment operated, etc.	YES	NO				
2. Training documented	YES	NO				
3. Chemical/Hazardous Material training provided	YES	NO				
4. Material Safety Data Sheets (MSDS) maintained for all chemicals	YES	NO				
5. Fall protection equipment used per OSHA standards	YES	NO				
6. Lockout/tagout policy in place	YES	NO				



**▷ SECTION S: PLAYGROUNDS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Playground complies with Consumer Product Safety Commission guidelines	YES	NO				
2. Resilient materials beneath equipment	YES	NO				
3. Adequate separation from equipment	YES	NO				
4. No splinters or projections	YES	NO				
5. Equipment and surfaces inspected and maintained	YES	NO				
6. Supervision present	YES	NO				



**▷ SECTION T: ACTIVITIES/FIELD TRIPS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Field Trip Pre-Planning (see the Field Trip/Outing Planner at <a href="http://www.adventistrisk.org">www.adventistrisk.org</a> )	YES	NO				
2. Permission slips obtained	YES	NO				
3. Medical release forms available in each vehicle	YES	NO				
4. Ample supervision provided for all activities	YES	NO				
5. Knowledgeable supervision for each activity	YES	NO				
6. Protective equipment used as required by specific activities	YES	NO				
7. Sports activities require warm-up period	YES	NO				