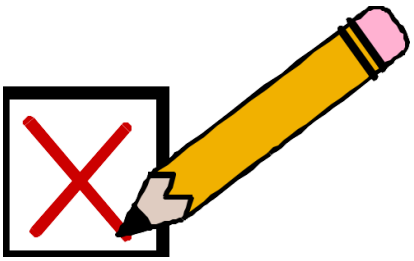
AMBASSADOR
Education Group

Health & Safety Review Checklists

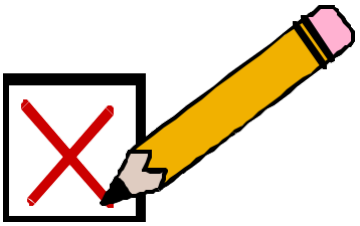


AEG Project Management (2025)

School Health &

Safety Review

Checklists



School Crisis Planning Team

The Ambassador Education Group (AEG) does not discriminate on the basis of race, color, nationality, creed, marital status, sex, disability, age or sexual orientation in its programs or activities.

Introduction

The "School Health & Safety Review Checklists" is an important component of the broader school resources that have been developed by the Ambassador Education Group. Ensuring health and safety in schools is an essential part of any school manager's responsibility and to do this successfully an effective health and safety management system needs to be in place.

School leaders can improve school safety and help reduce the risk to students, visitors and staff by annually conducting buildings and grounds safety review and correcting any deficiencies that are identified. One of the key elements of health and safety management is monitoring the effectiveness of the safety policy, which can be achieved by the use of a checklist.

These checklists are intended to be used in conjunction with the School Health & Safety Policy issued by this Organization. The results from such checklists will be vital in analyzing strengths and weaknesses within the organization, and for future inspection and reporting to the Board of Directors.

It is understood that this document needs to be tailored to the varying needs and size of each of the Ambassador Education Group schools. Therefore, we encourage you to take advantage of the electronic format and revise the Health & Safety Checklist to meet your particular circumstances.

The "School Health & Safety Review Checklists" will be most effectively used if members of the local fire department and law enforcement work together with school leaders and maintenance personnel to complete an annual safety review.

NOTE: **a "NO" tick normally requires prompt action by the school.**

Table of Contents

Buildings and Grounds Safety Review:

Sports Facilities and Equipment Safety Review:

BUILDING AND GROUNDS

General	YES	NO	N/A
1. Have all members of staff been told that they must keep their workplace clean and tidy?			
2. Are teachers encouraged to visually inspect their classrooms for hazards each day before class?			
3. Is there a system in place for the reporting of any hazards noted e.g., missing tiles, uneven surfaces, etc.?			
4. Are lights on when they should be?			
5. Is there a procedure in place for the replacement of missing light bulbs, light switches, etc.?			
6. Is there adequate lighting in stairways and corridors?			
7. Are the banister rails in stairways secure?			
8. Are steps worn or broken?			
9. Are window frames sound?			
10. Can windows be opened?			
11. Is glazing secure, not cracked or broken?			
12. Have areas been identified where safety glazing may be necessary?			
13. Do roof areas have any loose or broken tiles, or loose coping stones?			
14. Are there any roofing areas that might be vulnerable to damage in high winds?			
15. Have any large building cracks been assessed to ensure structure stability and safety?			

Air Quality/Ventilation

	YES	NO	N/A
16. Outdoor Air Intakes			
17. Marked locations of all outdoor air intakes on a small floor plan (for example, a fire escape floor plan)			
18. Ensured that the ventilation system was on and operating in "occupied" mode			
ACTIVITY 1: OBSTRUCTIONS 19. Ensured that outdoor air intakes are clear of obstructions, debris, clogs, or covers			
20. Installed corrective devices as necessary (e.g., if snowdrifts or leaves frequently block an intake)			
ACTIVITY 2: POLLUTANT SOURCES 21. Checked ground-level intakes for pollutant sources (dumpsters, loading docks, and bus-idling areas)			
22. Checked rooftop intakes for pollutant sources (plumbing vents; kitchen, toilet, or laboratory exhaust fans; puddles; and mist from air-conditioning cooling towers)			
23. Resolved any problems with pollutant sources located near outdoor air intakes (e.g., relocated dumpster or extended exhaust pipe)			
ACTIVITY 3: AIRFLOW 24. Obtained chemical smoke (or a small piece of tissue paper or light plastic)			
25. Confirmed that outdoor air is entering the intake appropriately			
26. System Cleanliness			
ACTIVITY 4: AIR FILTERS 27. Replaced filters as per maintenance schedule			
28. Shut off ventilation system fans while replacing filters (prevents dirt from blowing downstream)			
29. Vacuumed filter areas before installing new filters			
30. Confirmed proper fit of filters to prevent air from bypassing (flowing around) the air filter			
31. Confirmed proper installation of filters (correct direction for airflow)			
ACTIVITY 5: DRAIN PUMPS 32. Ensured that drain pans slant toward the drain (to prevent water from accumulating)			
33. Cleaned drain pans			
34. Checked drain pans for mold and mildew			
ACTIVITY 6: COILS 35. Ensured that heating and cooling coils are clean			
ACTIVITY 7: FAN COILS and FANS 36. Ensured that the interior of air-handling unit(s) or unit ventilator (air-mixing chamber and fan blades) is clean			
37. Ensured that ducts are clean			
ACTIVITY 8: MECHANICAL ROOMS 38. Checked mechanical room for unsanitary conditions, leaks, and spills			
39. Ensured that mechanical rooms and air-mixing chambers are free of trash, chemical products, and supplies			

	YES	NO	N/A
3. Air Distribution			
ACTIVITY 9: AIR DISTRIBUTION 40. Ensured that supply and return air pathways in the existing ventilation system perform as required			
41. Ensured that passive gravity relief ventilation systems and transfer grilles between rooms and corridors are functioning **NOTE**: If ventilation system is closed or blocked to meet current fire codes, consult with a professional engineer for remedies.			
42. Made sure every occupied space has supply of outdoor air (mechanical system or operable windows)			
43. Ensured that supply and return vents are open and unblocked **NOTE:** If outlets have been blocked intentionally to correct drafts or discomfort, investigate and correct the cause of the discomfort and reopen the vents.			
44. Modified the HVAC system to supply outside air to areas without an outdoor air supply			
45. Modified existing HVAC systems to incorporate any room or zone layout and population changes			
46. Moved all barriers (for example, room dividers, large free-standing blackboards or displays, bookshelves) that could block movement of air in the room, especially those blocking air vents			
47. Ensured that unit ventilators are quiet enough to accommodate classroom activities			
48. Ensured that classrooms are free of uncomfortable drafts produced by air from supply terminals			
ACTIVITY 10: PRESSURIZATION IN BUILDINGS **NOTE:** To prevent infiltration of outdoor pollutants, the ventilation system is designed to maintain positive pressurization in the building. Therefore, ensure that the system, including any exhaust fans, is operating on the “occupied” cycle when doing this activity. 49. Ensured that air flows out of the building (using chemical smoke) through windows, doors, or other cracks and holes in exterior wall (for example, floor joints, pipe openings)			

	YES	NO	N/A
4. Exhaust Systems			
ACTIVITY 11: EXHAUST FAN OPERATION 50. Checked (using chemical smoke) that air flows into exhaust fan grille(s) If fans are running but air is not flowing toward the exhaust intake, check for the following: • Inoperable dampers • Obstructed, leaky, or disconnected ductwork • Undersized or improperly installed fan • Broken fan belt **NOTE**: Prevent migration of indoor contaminants from areas such as bathrooms, kitchens, and labs by keeping them under negative pressure (as compared to surrounding spaces).			
51. Checked (using chemical smoke) that air is drawn into the room from adjacent spaces **NOTE**: Stand outside the room with the door slightly open while checking airflow high and low in the door opening (see “How to Measure Airflow”).			
52. Ensured that air is flowing toward the exhaust intake			
ACTIVITY 12: EXHAUST DUCTWORK 53. Checked that the exhaust ductwork downstream of the exhaust fan (which is under positive pressure) is sealed and in good condition			
4. Quantity of Outdoor Air			
ACTIVITY 13: OUTDOOR AIR MEASUREMENTS AND CALCULATIONS **NOTE**: Refer to “How to Measure Airflow” for techniques. 54. Measured the quantity of outdoor air supplied (22a) to each ventilation unit			
55. Calculated the number of occupants served (22b) by the ventilation unit under consideration			
56. Divided outdoor air supply (22a) by the number of occupants (22b) to determine the existing quantity of outdoor air supply per person (22c)			
ACTIVITY 14: ACCEPTABLE LEVELS OF OUTDOOR AIR QUANTITIES 57. Compared the existing outdoor air per person (22c) to the recommended levels in Table 1			
58. Corrected problems with ventilation units that supplied inadequate quantities of outdoor air to ensure that outdoor air quantities (22c) meet the recommended levels in Table 1			

Art Rooms	YES	NO	N/A
59. Are all chemicals (paints, fixatives, paint remover and thinner, etc.) properly stored?			
60. Are all chemicals properly labeled?			
61. Is there suitable fire-fighting equipment located in the area?			
62. Are members of staff aware of how to use this equipment?			
63. Are fire blankets readily accessible in the event of an emergency?			
64. Are kilns properly ventilated and isolated from children?			
65. Are sinks in proper working order?			
66. Are sharp objects (e.g., scissors, exacto knives, etc.) stored safely?			
67. Is the chemical inventory list complete, updated and kept in the storage\ room?			
68. Is the storage room continuously ventilated?			
69. Used diluted substances rather than concentrates, wherever possible			
70. Minimized exposure to hazardous materials (i.e., used non-hazardous materials and pre-mixed products)			
71. Understood and followed recommended procedures for disposal of used substances			
72. Ensured that supplies are stored according to manufacturers' recommendations			
73. Is there an adequate amount of working space?			
74. Are there an adequate number of suitable safety signs?			
75. Are work surfaces in good condition?			
76. Are windows and ventilation easily accessible?			
77. Are floors non-slip, and easy to clean?			

Auditorium	YES	NO	N/A
78. Are all channel controls on any light board still operational?			
79. Are all dimmer packs still operational?			
80. Are all exit doors and hardware in proper working order?			
81. Are any asbestos leads present on old theatrical lighting units?			
82. Are any non-theater rated extension cords serving as permanent fixture wiring?			
83. Are any such extension cords attached to pipes above the stage?			
84. Are backstage and storage shelves bolted to the wall?			
85. Are exit signs and emergency lights in working order?			
86. Are fixed seats in good repair and fastened securely to the floor?			
87. Are floors, walls, ceilings and windows in good repair and clean?			
88. Are the seats in good repair?			
89. Are stage areas in good repair, e.g., safeties on winches, wire ropes to hold screens, safety chains on lights, screens, backdrops, etc., as needed?			
90. Are storage areas neat, orderly, and code compliant?			
91. Are there an adequate number of suitably located electrical outlets to permit the use of audio-visual equipment as needed? Extension cords should not be used as permanent fixture wiring.			
92. Do all electrical boxes have covers and are all switches and electrical outlets in good condition?			
93. Does the auditorium have at least two exits leading to separate areas?			
94. Have the stage lighting and curtain riggings been inspected by a qualified outside firm recently to determine if all items are safe and secure? (It is recommended that this be done biannually if possible)			

95. Is rated hardware, properly installed, present on all wire-rope cable terminations on all pipes, curtains and scenery suspended overhead?			
96. Is the dimmer capacity of each circuit currently in use higher than the amount of rated wattage of all lighting units plugged into that circuit combined?			
97. Is there an adequate number of suitably located electrical outlets to permit the use of audiovisual equipment as needed? Extension cords should not be used as permanent fixture wiring.			
98. Is there any evidence of overheating, cracking, arcing, or failed strain relief present on theatrical lighting connectors?			

Music Rooms	YES	NO	N/A
99. Are instruments and other instructional equipment properly stored?			
100. Are acoustical panels properly secured to walls and ceilings?			
101. Are stairs or raised platforms free of trip hazards?			

Science Laboratories		YES	NO	N/A
102.	Are all biological hazards identified, labeled, stored and disposed of according to the OSHA Blood Borne Pathogen Standard?			
103.	Are all original containers of chemicals properly labeled, indicating all the hazards of that chemical as well as stating any potential hazard and precautions to be taken, including protective equipment, when necessary, to be used while handling that chemical			
104.	Are appropriate chemical spill clean-up kits available (brooms, pillows, naturalizers, absorbents) in the storage room and/or laboratory?			
105.	Are areas available for working (burning, heating, using hot plate, mixing, etc.) other than in the stock room?			
106.	Are chemical fume hoods in proper working order?			
107.	Are chemical spill clean-up kit provided in laboratories in working order?			
108.	Are chemicals kept at a sufficient operating level, e.g., not over-stocking?			
109.	Are chemicals stored according to their chemical properties? Those chemicals having hazardous properties must be stored in special protective cabinets. Incompatible chemicals should be stored separately.			
110.	Are emergency gas valves properly labeled and in good working order?			
111.	Are fire blankets provided in laboratories in working order?			
112.	Are first aid materials kept in adequate supply and readily available?			
113.	Are heavy items stored on lower shelves?			
114.	Are lab table electrical and GFCI outlets in good working order?			
115.	Are ladders available in storage room if needed?			
116.	Are large containers of acids stored together on bottom shelves or in an acid storage closet?			
117.	Are shelves securely fastened to the wall?			
118.	Are water reactive substances stored where they are isolated and will not get wet?			
119.	Is all electrical equipment properly grounded?			

120.	Is emergency eyewash and shower equipment readily available for each laboratory and checked periodically to ensure that they are in operational condition?			
121.	Is eye protection available and worn when needed?			
122.	Is the amount of glassware and chemicals kept to a minimum in work areas?			
123.	Is the chemical inventory list complete, updated and kept in the chemical storage room?			
124.	Is the chemical storage room continuously ventilated?			
125.	Is the housekeeping satisfactory?			
126.	Is the number of students in a laboratory class equal to or less than the number of lab stations?			
127.	Is the ventilation adequate for the work performed?			
128.	Is there a mercury spill kit available?			
129.	Is there a protocol in place to address mercury spill which includes contact of the Vermont Department of Health?			
130.	Is there a safety orientation for all students using the facilities?			
131.	Is there an easily accessible approved wall-mounted fire extinguisher available in the laboratory/storage area?			

Health Officers / School Nurses / First-Aid	YES	NO	N/A
1. MAINTAINING STUDENTS' HEALTH			
132. Completed health records for each student			
133. Updated health records, as appropriate			
134. Obtained necessary information about student allergies and other health factors			
135. Developed a system to log health complaints (note symptoms, location and time of symptom onset, and exposure to pollutant sources)			
136. Monitored trends in health complaints (especially in timing or location of complaints)			
137. Investigated potential causes of health complaints (for example, school was renovated or refurnished recently; individual recently started working with new or different materials or equipment; new practices or products, such as cleaners or pesticides, were introduced into the school)			
138. Ensured that the school prohibits smoking			
139. Noted any new warm-blooded animals introduced into classrooms			
140. Reviewed and understood indicators of IAQ-related problems			
2. HEALTH, IAQ AND HYGIENE EDUCATION			
141. Educated students and staff about the importance of good hygiene			
142. Arranged individual instruction/counseling where necessary			
143. Developed information and education programs for parents and staff			
144. Established an information and counseling program for smokers			
145. Provided literature on smoking and secondhand smoke			
146. Educated school staff, students, and parents on the link between IAQ and health			
3. NURSE'S ROOMS			
147. Ensured the ventilation system operates properly and supplies adequate quantities of outdoor air (i.e., at least 25 cubic feet per minute of outdoor air per occupant)			
148. Ensured that air filters/purifiers are clean and properly installed			
149. Ensured that air supply pathways are clear of any obstructions			
150. Determined that air removed from the health office is separated from the ventilation system to avoid affecting other occupied areas of the school			

Health Officers / School Nurses / First-Aid (cont.)	YES	NO	N/A
151. Has a risk assessment been completed to determine the number of first-aiders and or appointed persons that the school requires?			
152. Do all members of staff know who the first-aid personnel are for the school and how to contact them?			
153. Do first-aid boxes only contain the Health and Safety recommended contents?			
154. Is someone delegated the task of checking and refilling the first-aid boxes as required?			
155. Does the school have adequate first-aid boxes cover in place for outdoor trips, visits, etc. ?			
156. Is there a written procedure for the administration of prescribed and non-prescribed drugs?			
157. Is there a policy for the reporting and recording of infectious diseases?			

Administrative Staff	YES	NO	N/A
1. GENERAL CLEANLINESS			
158. Ensured that offices are dusted and vacuumed regularly			
159. Ensured that trash is removed daily			
160. Ensured that no food is stored in the office overnight			
161. Ensured that the room is free of pests and vermin			
162. Used unscented, school-approved cleaners and air-fresheners, if any, in rooms			
2. EXCESS MOISTURE IN OFFICES			
163. Ensured that condensate is wiped from windows, windowsills, and window frames			
164. Ensured that cold water pipes are free of condensate			
165. Ensured that indoor surfaces of exterior walls are free of condensate			
166. Ensured that areas around and under sinks are free of leaks			
167. Ensured that lavatories are free of leaks			
168. Checked ceiling tiles and walls for signs of leaks (discoloration may indicate periodic leaks)			
169. Ensured that spills are cleaned promptly			
3. THERMAL COMFORT			
170. Ensured that moderate temperature (should generally be 72°F– 76°F)			
171. Ensured that there are no signs of draftiness			
172. Maintained humidity at acceptable levels (between 30% and 60%)			
4. VENTILATION			
173. Located unit ventilator			
174. Located air supply and return vents			
175. Ensured that air is flowing from supply vent			
176. Ensured that the air supply pathway is not obstructed			
177. Ensured that there are no vehicle exhaust, kitchen/food,			

and chemical odors			
178. Ensured that there are no signs of mold or mildew			
179. Determined operability of windows			
5. PRINTING/DUPLICATING EQUIPMENT			
180. Checked for odors from equipment			
181. Ensured that equipment is maintained regularly (date of most recent servicing is usually documented on the machine)			
182. Checked that equipment functions properly			
183. Ensured that duplicating equipment, printers, and copiers are located in a well-ventilated area, preferably in a separate room with an exhaust fan to the outside			

School Management	**YES**	**NO**	**N/A**
1. ROLE AS LIAISON			
184. Obtained approval for IAQ program from the school board and continuously kept board informed of progress			
185. Arranged proper funding for IAQ program through the school CFO and, if necessary, the school board			
186. Collaborated with unions to establish processes to address various situations			
187. Communicated IAQ program's progress to parents, community, and media			
188. Introduced IAQ Coordinator to staff, fully endorsing his or her leadership			
2. VERBAL AND WRITTEN SUPPORT			
189. Ensured that top level management provided written support for the IAQ "*Tool for Schools"* Program			
190. Wrote a letter to notify EPA that the school is participating in the IAQ *"Tool for Schools"* Program (qualifying the school for a Great Start Award)			
191. Participated in EPA's mentoring program (i.e., obtained advice from schools and districts with effective IAQ programs and, after implementation, provided advice to other schools and districts initiating an IAQ program)			
192. Applied for EPA's Leadership and Excellence Awards (after implementing the IAQ program)			
3. IAQ MANAGEMENT PLAN			
193. Authorized (or obtained authorization for) the development of a district-wide IAQ management plan			
194. Coordinated the implementation of the district-wide IAQ management plan and monitored progress			
195. Ensured that IAQ policies and upgrades in each school are developed and conducted consistently			
196. Developed management plans for integrated pest management, radon, and other relevant issues			
4. EMERGENCY RESPONSE			
197. Developed an emergency plan for IAQ crises			

198. Identified a contact person(s) to communicate IAQ issues to the media			
199. Notified school staff and other officials of emergency procedure and the identity and responsibilities of the contact person(s)			
5. HEALTH & SAFETY MANAGEMENT			
200. Does the school have a health and safety policy?			
201. Are all staff aware of this policy?			
202. Does it identify the roles and responsibilities of members of staff and Board of Directors?			
203. Is it signed and dated by the CEO and principal?			
204. Is there a review date?			
205. Are there arrangements for health and safety e.g., first-aid etc., clearly defined?			
206. Does the school have an emergency management plan?			
207. Does the school budget makes adequate health and safety provisions for: ● Training ● Personal Protective Equipment (PPE) ● Safety signs and notices ● The testing of portable electrical equipment ● The testing of fume and smoke extraction hoods ● The regular maintenance of heavy electrical equipment			

Teachers' Areas	**YES**	**NO**	**N/A**
1. GENERAL CLEANLINESS			
208. Ensured rooms are dusted and vacuumed regularly			

209. Ensured rooms are free of clutter			
210. Ensured that trash is removed daily			
211. Ensured that no food is stored in classroom overnight			
212. Ensured that animal food is stored in tightly sealed containers			
213. Ensured room is free of pests and vermin			
214. Used unscented, school-approved cleaners and air-fresheners, if any, in rooms			
2. ANIMALS IN THE CLASSROOMS			
215. Minimized exposure to animal allergens			
216. Ensured that animals are kept in cages (as much as possible)			
217. Ensured that cages are cleaned regularly			
218. Placed animal cages away from supply and return vents			
219. Consulted school nurse about student allergies or sensitivities (privacy laws may limit the information that health officials can disclose)			
220. Identified potential allergies of students			
221. Moved sensitive students away from animals and habitats			
3. DRAIN PUMPS AND DRAINS IN THE CLASSROOMS			
222. Ensured that water is poured down sink drains or floor drains once per week (approx. 1 quart of water)			
223. Ensured that AC drain pumps are cleaned at least once per month			
224. Ensured that in-classroom toilets are flushed once each week, especially if not used regularly			
4. EXCESS MOISTURE IN CLASSROOMS			
225. Ensured that condensate is wiped from windows, windowsills, and window frames			
226. Ensured that cold water pipes are free of condensate			
227. Ensured that indoor surfaces of exterior walls are free of condensate			
228. Ensured areas around and under classroom sinks are free of leaks			
229. Ensured classroom lavatories are free of leaks			
230. Ensured ceiling tiles and walls are free of leaks (discoloration may indicate periodic leaks)			
231. Ensured that spills are cleaned promptly			
5. THERMAL COMFORT			
232. Ensured moderate temperature (should generally be 72°F–76°F)			
233. Ensured there are no signs of draftiness			
234. Ensured that students are not seated in direct sunlight			
235. Ensured that indoor humidity is maintained at acceptable level (between 30% and 60%)			
6. VENTILATION			
236. Located unit ventilator			
237. Located air supply and return vents			
238. Ensured that air is flowing from supply vent			
239. Ensured that the air supply pathway is not obstructed			
240. Ensured that there are no vehicle exhaust, kitchen/food, and chemical odors in classrooms			

241. Ensured that there are no signs of mold or mildew			
242. Determined operability of windows			

Bathrooms / Locker Rooms	YES	NO	N/A
1. BATHROOMS			
243. Are exhaust fans working as designed?			
244. Are handicapped sinks equipped with pipe covers for supply and sewer lines?			
245. Are handrails in handicap toilet areas secured to the wall or floor?			
246. Are light fixtures in proper working order with lenses covering any exp			
247. Are mirrors free of cracks and properly anchored?			
248. Are stalls and door hardware in proper working order?			
249. Are the floors, walls and ceilings in good repair?			
250. Are the windows in good repair and operating condition?			
251. Are toilet fixtures and sinks in good repair?			
252. Are toilet seats in good condition, free of cracks and splits?			
253. Are unused fixture drains sealed or capped?			
254. Do floor drains receive at least a quart of water each week? (Plumbing traps on seldom used fixtures and floor drains may dry out unless they receive water at least once a week. Dry traps may allow sewer gas, a potentially explosive mixture, to enter the building.)			
255. Is hot water controlled to avoid scalding?			
2. LOCKER ROOMS			
256. Ensured locker room and showers are cleaned regularly and properly			
257. Checked that soiled clothes are removed regularly			
258. Ensured that wet towels are removed from locker room			
259. Ensured that there is water in the drain trap			
260. Verified that the local exhaust fan is functioning properly and used consistently			

Building Exteriors and Grounds Maintenance	YES	NO	N/A
261. Are air intakes located away from standing vehicles?			
262. Are all trash and recycling dumpsters equipped with plastic covers in place of Of steel covers that could cause injury?			
263. Are all trash and recycling dumpsters located outside of child travel areas?			
264. Are barrier chains, cables and boards clearly marked to prevent tripping?			
265. Are crossing guards using the hand-held stop sign?			
266. Are directional signs and poles in good repair?			
267. Are doors, windows, exterior vents, hatches and chimneys secured?			
268. Are drainage catch basin covers properly secured and free of debris?			
269. Are dry grasses and weeds removed from close building proximity?			
270. Are exterior walls and trim in good repair?			
271. Are outdoor lighting fixtures securely mounted and in good repair?			
272. Are parking lot light poles secure and plumb?			
273. Are roofs in good repair?			
274. Are speed limits posted at all entrances?			
275. Are the sidewalks in good repair?			
276. Are vehicular traffic controls adequate on school grounds and are there provisions for pedestrian safety?			
277. Are walkways cleared of snow and ice during periods of inclement weather?			
278. Are wood chip bunkers safely labeled and out of access to students and staff?			
279. Has pressure-treated wood been removed or replaced, or at least sealed annually with a penetrating sealant, to minimize exposure to chemicals?			
280. Have precautions been taken concerning any sharp projections?			
281. If the school provides crosswalk guards or safety patrols, does it do so in compliance with respect to accident insurance and supervision?			
282. Is proper training provided to crossing guards and is crossing guards supervised in support of safety standards?			
283. Is the pavement or gravel free of potholes?			
284. Is there adequate fire department access to the building (request fire department to check area)?			
285. Is there adequate parking lot lighting?			
286. Propane tanks of any size must be at least 20 feet from any external source of ignition, open flame, window A/C, compressor, etc. and 125-500 must be at least ten feet from building and 501-200 gallon up need to be at least 25 feet from the building.			
287. Would speed bumps enhance pedestrian and driver safety?			
1. BUILDING MAINTENANCE SUPPLIES			
288. Developed appropriate procedures and stocked supplies for spill control			
289. Reviewed supply labels			
290. Ensured that air from chemical and trash storage areas vents to the outdoors			
291. Stored chemical products and supplies in sealed, clearly labeled containers			
292. Researched and selected the safest products available			
293. Ensured that supplies are being used according to manufacturers' instructions			

Building Exteriors and Grounds Maintenance (cont.)	YES	NO	N/A
294. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions			
295. Substituted less- or non-hazardous materials (where possible)			
296. Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied			
297. Ventilated affected areas during and after the use of odorous or hazardous chemicals			
2. GROUNDS MAINTENANCE SUPPLIES			
298. Stored grounds maintenance supplies in appropriate area(s)			
299. Ensured that supplies are used and stored according to manufacturers' instructions			
300. Established and followed procedures to minimize exposure to fumes from supplies			
301. Reviewed and followed manufacturers' guidelines for maintenance			
302. Replaced portable gas cans with low-emission cans			
303. Stored chemical products and supplies in sealed, clearly-labeled containers			
304. Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions			
3. DUST CONTROL			
305. Installed and maintained barrier mats for entrances			
306. Used high efficiency vacuum bags			
307. Used proper dusting techniques			
308. Wrapped feather dusters with a dust cloth			
309. Cleaned air return grilles and air supply vents			
4. FLOOR CLEANING			
310. Established and followed schedule for vacuuming and mopping floors			
311. Cleaned spills on floors promptly (as necessary)			
312. Performed restorative maintenance (as necessary)			
5. DRAIN TRAPS			
313. Poured water down floor drains once per week (about 1 quart of water)			
314. Ran water in sinks at least once per week (about 2 cups of water)			
315. Flushed toilets once each week (if not used regularly)			
6. MOISTURE, LEAKS, AND SPILLS			
316. Checked for moldy odors			
317. Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate 318. periodic leaks)			
319. Checked areas where moisture is commonly generated (e.g., kitchens, locker 320. rooms, and bathrooms)			
321. Checked that windows, windowsills, and window frames are free of condensate			
322. Checked that indoor surface of exterior walls and cold water pipes are free of condensate			

Building Exteriors and Grounds Maintenance (cont.)	YES	NO	N/A
323. Ensured the following areas are free from signs of leaks and water damage: ● Indoor areas near known roof or wall leaks ● Walls around leaky or broken windows ● Floors and ceilings under plumbing ● Duct interiors near humidifiers, cooling coils, and outdoor air intakes			
7. COMBUSTION APPLIANCES			
324. Checked for odors from combustion appliances			
325. Checked appliances for back-drafting (using chemical smoke)			
326. Inspected exhaust components for leaks, disconnections or deterioration			
327. Inspected flue components for corrosion and soot			
8. PEST CONTROL			
328. Completed the Integrated Pest Management Checklist (page)			

Renovation and Repairs	YES	NO	N/A
1. GENERAL ACTIVITIES			
a) PRE-RENOVATION			
329. Notified staff, students, and parents of impending renovations and repairs			
330. Consulted school's asbestos (AHERA) survey, if available			
331. Tested original paint for lead before removing it			
332. Consulted an asbestos professional before starting projects that may disturb asbestos			
333. Planned isolation strategy (from pollutants generated during renovations and repairs) for: • Students and staff • Non-work areas of building • Ventilation system			
334. Arranged for increased housekeeping during renovations and repairs			
335. Selected products and materials with minimal off-gassing			
336. Included IAQ-related specifications in construction contracts			
337. Evaluated work area for signs of mold before starting renovations or repairs			
338. Scheduled pollutant-producing activities during unoccupied periods			
b) RENOVATION			
339. Updated school occupants and parents on progress of longer projects			
340. Avoided exposure to mold and bacteria (for example, with protective clothing or close-out procedures)			
341. Determined that housekeeping activities are sufficient to control dirt and dust			
342. Verified that work met contract specifications			
c) CLOSE-OUT			
343. Allowed time for off-gassing before space is occupied			
344. Cleaned surfaces with wet-wiping and vacuuming (high efficiency vacuuming for fine or potentially toxic dusts such as lead, asbestos, or mold)			
345. Cleaned building system components as needed			
346. Changed ventilation system filters			
347. Balanced and tested HVAC system (if the HVAC systems or rooms served by it were modified)			
348. Followed EPA National Emission Standards for Hazardous Air Pollutants rules for disposal of materials that contained asbestos			
2. PAINTING			
a) PRE-RENOVATION			
349. Confirmed that the painted surface is lead-free			
350. Selected a low-VOC emitting paint that is free of lead, mercury, and formaldehyde			
351. Scheduled painting during unoccupied periods			

Renovation and Repairs (cont.)	YES	NO	N/A
b) RENOVATION			
352. Minimized occupant exposure to odors and contaminants			
353. Used exhaust and supply ventilation to sweep fumes out of building			
354. Blocked ventilation return openings			
355. Used proper storage and disposal practices for paints, solvents, and supplies			
c) CLOSE-OUT			
356. Allowed paint odors to dissipate before occupants returned			
357. Used supply and exhaust fans to sweep fumes out of the building			
358. Used appropriate storage and disposal practices for paints, solvents, and Clean-up materials			
359. Disposed of old paints containing lead or mercury appropriately			
3. FLOORING 4.			
a) PRE-RENOVATION			
360. Ensured that flooring is free of asbestos fibers			
361. Selected low-emitting adhesives and flooring materials			
362. Obtained information about product constituents and emissions			
363. Avoided installing carpet near water sources			
364. Scheduled installation during unoccupied periods			
365. Aired out (off-gassed) new products before installation			
b) RENOVATION			
366. Followed manufacturers' recommendations for ventilating the work area			
367. Avoided recirculating air from the installation area			
368. Sealed return air grilles, opened doorways, and used exhaust fans to remove airborne contaminants			
369. Vacuumed old carpet (before removal)			
370. Vacuumed subfloor surfaces (after carpet removal)			
371. Sealed joints of hard surfaces and/or entire surface of porous flooring installed near water sources			
c) CLOSE-OUT			
372. Vacuumed new flooring after installation			
373. Followed manufacturers' recommendations for ventilating the work area space (typical recommendation: allow maximum outdoor air into work area for 72 hours after installation)			
4. ROOFING d)			
1. PRE-RENOVATION			
374. Scheduled pollutant-producing activities during unoccupied periods			
2. RENOVATION			
375. Placed "hot pots" of tar away from outdoor air intakes			

376.	Modified ventilation to avoid introducing odors and contaminants into building (for example, closed rooftop ventilation units in vicinity of work area and instructed staff and students to keep doors and windows closed)			

Classrooms	YES	NO	N/A
377. Are all lighting fixtures securely mounted, and in good condition and clean?			
378. Are any chemicals that are stored in classrooms out of the reach of children and accompanied by an MSDS sheet?			
379. Are aquariums and stands properly secured and anchored?			
380. Are bookcases securely fastened to the wall or floor?			
381. Are ceiling panels or plaster in good condition?			
382. Are desks, chairs and tables in good repair?			
383. Are divisional folding doors in proper working condition?			

	YES	NO	N/A
413. Are all elevation differences between floors clearly defined and proper lighted?			
414. Are all fire alarm horns in good repair and audible in all areas?			
415. Are all windows in proper working order and free of cracks?			
416. Are emergency lights in proper working order?			
417. Are exits marked with properly working illuminated “EXIT” signs?			
418. Are light fixtures in proper working order and exposed bulbs covered with lenses?			
419. Are proper walk-off mats provided by exterior doors to prevent slip and falls?			

Corridors / Hallways

420.	Walkways and corridors are wide enough to handle the volume of foot traffic in an emergency			
421.	Are enough sanitary drinking fountains provided?			
422.	Are student lockers in good repair and present no sharp edges to users or passersby?			
423.	Are switches and electrical outlets in good condition and do all electrical boxes have covers?			
424.	Are the corridors free of storage items?			
425.	Are the floors, walls and ceilings clean and in good repair?			
426.	Is the corridor appropriately lighted to safe levels?			
427.	Glass doors have a push/pull plate for safe operation. (That is, no need to push on glass to open.)			

	Floors	YES	NO	N/A
429.	Are "WARNING" signs placed around wet floor areas?			
430.	Are all floor coverings (e.g., rugs, mats, etc.) firmly attached and do they have non-slip surfaces?			
431.	Are all floor surfaces in good repair and free of obstructions or hazards to traffic flow such as loose or raised carpet edges, flaking or chipping of concrete, missing floor tiles, broken stair edges, objects left on the surface, etc.?			
432.	Are concrete floors covered with a resilient floor covering where appropriate?			
433.	Are entrance way floor mats, on a non-slip surface and regularly cleaned, used during periods of inclement weather?			
434.	Are tripping hazards eliminated, e.g., threshold plates in good condition, absence of electrical cords on floors, etc.?			
435.	Is housekeeping adequate, e.g., floor waxing/polishing applied properly and at appropriate times during the day, adequate sweeping and pick-up procedures, etc.?			
436.	Is other inclement weather protection provided, e.g., safety strips, de-icers, etc.?			

Stairwells		YES	NO	N/A
437.	Are all handrails in good repair and provided on both sides?			
438.	Are ceiling tiles or plaster in proper repair?			
439.	Are doors and hardware in good working order?			
440.	Are emergency lights and exit signs in good working order?			
441.	Are handrails provided on stairways?			
442.	Are landings kept free of storage materials, equipment, etc.?			
443.	Are ramps provided with nonskid surface and in good condition?			
444.	Are stair treads properly anchored and not worn or torn?			
445.	Are treads in good repair and nonskid material?			
446.	Are windows in good working condition and free of cracks?			
447.	Is housekeeping adequate, e.g., floor covering properly applied, adequate sweeping and pick-up procedures, etc.?			
448.	Is lighting in the stairwells adequate to eliminate shadows and glare?			
449.	Is storage allowed under the stairs?			

Exits	YES	NO	N/A
450. Are all "EXIT" signs illuminated and maintained as required?			
451. Are all emergency exits clearly labeled and free of all obstructions?			
452. Are directions for exiting the buildings in case of an emergency posted by the exits in each building?			
453. Are emergency exits kept unlocked at all times?			
454. Are fire and emergency exiting drills conducted?			
455. Are fire doors free of unauthorized door hold open devices such as wooden wedges?			
456. Is emergency lighting provided and maintained in required areas?			

Crisis Plans/Emergency Preparedness		YES	NO	N/A
457.	Are emergency drills practiced in accordance with School health and safety policies?			
458.	Does the school maintain a crisis plan to address such potential crises as fire, floods, bomb threat, civil disturbance, bus accidents, intruders, etc.?			
459.	Is the plan comprehensive?			
460.	Is the plan coordinated with local emergency personnel?			
461.	Is the plan updated and tested annually?			

Custodial Services/Housekeeping/Maintenance

		YES	NO	N/A
462.	Are all areas kept clean, orderly and sanitary?			
463.	Are all custodians properly trained to identify potential or demonstrated safety or health hazards?			
464.	Are all spray bottles with cleaning chemicals properly labeled?			
465.	Are areas around slop sinks and fountains dry and slip free?			
466.	Are blood borne/vomit spill kits provided and accessible?			
467.	Are cleaning materials properly and securely stored?			
468.	Are GFCI extension cords used during wet cleaning and floor stripping operations?			
469.	Are recycling hoppers with tops in good repair?			
470.	Is combustible waste removed frequently?			
471.	Are members of staff encouraged to report all electrical and mechanical services defects, e.g., corroded pipes, broken sockets, etc.?			
472.	Are there written emergency procedures to deal with gas leaks, and water leaks?			
473.	Are fresh drinking water supplies located in the school and marked accordingly?			

Kitchen, Cafeteria and Food Service

491.	Are heavy items stored on lower shelves in storage areas?			
492.	Are knives and other utensils in good condition and stored properly, e.g., on racks, hooks, marked drawer, etc.?			
493.	Are light globes or bulbs equipped with covers to protect the food from glass contamination in all areas of the kitchen? This would include walk-in boxes, cooking surface hoods and food storage rooms.			
494.	Are pressure cookers cleaned, maintained, and inspected regularly?			
495.	Are proper lifting techniques taught?			
496.	Are proper sanitation procedures practiced (proper food handling, use of gloves, trash disposal, hand washing, etc.)?			
497.	Are rolling/sliding steel or aluminum doors in proper working order?			
498.	Are signs of rodents and other pests absent from the kitchen?			
499.	Are spills cleaned immediately?			
500.	Are storage shelves at a proper height for cleaning and sanitation purposes?			
501.	Are storage shelves properly secured?			
502.	Are the cleaning chemicals stored separately from the food storage area? Cleaning chemicals should be mixed in well ventilated areas with proper personal protection, such as gloves, goggles and aprons.			
503.	Are the filters in the hood system free of grease accumulation and are the cleaned regularly?			
504.	Are the portable fire extinguishers annually inspected and certified?			

		YES	NO	N/A
474.	Are accident procedures and training reviewed annually?			
475.	Are all floor drains checked periodically to ensure the water level in the trap is sufficient to prevent the effluent of noxious gases?			
476.	Are auto hood suppression systems inspected and certified by an outside firm on a regular basis?			
477.	Are chairs, tables, and other items of equipment in the kitchen in good repair?			
478.	Are cleaning chemicals mixed in well ventilated areas, with proper personal protection, such as gloves, goggles and aprons?			
479.	Are compressors and motors clean, well-ventilated, free of combustibles and serviced regularly?			
480.	Are cooking units and deep fat fryers equipped with a metallic hood and duct system which is also vented to the outside of the building?			
481.	Are dishwashers properly de-scaled?			
482.	Are door and window units in good working order?			
483.	Are electrical outlets and switches in good working order with covers in place?			
484.	Are employees instructed to pick up or clean up all dropped items and spillage?			
485.	Are employees properly instructed in the use of equipment, knives, etc.?			
486.	Are employees trained in the use of automatic and portable fire extinguishing devices?			
487.	Are exit signs and emergency lighting in proper working order?			
488.	Are floors in good repair and made of non skid material?			
489.	Are floors, walls, ceilings and windows in good repair and cleaned?			
490.	Are gas appliances in good repair (fumes, etc.)?			

Kitchen, Cafeteria and Food Service (cont.)	YES	NO	N/A
505. Are the compatible fire extinguishers in the kitchen area, wall mounted and at least one near the exit? (Use only BC-type fire extinguishers on kitchen equipment fires with a dry chemical hood suppression system).			
506. Are there glass shields and metal cages surrounding lights?			
507. Are vapor-proof lights provided in refrigerators and range hoods and in good repair?			
508. Are walk-in refrigerator doors so situated that they do not swing in main aisles or work areas?			
509. Are walk-off mats provided in serving and tray-washing areas to prevent slips and falls?			
510. Can the doors to the walk-in boxes be opened from inside the box?			
511. Do floors have non-skid surfaces?			
512. Does the automatic fire suppression system employ an automatic fuel/electric shutoff to the cooking units?			
513. Does the automatic fire suppression system have a means of Manual activation?			
514. Is all electrical equipment properly grounded?			
515. Is all mechanical equipment, such as choppers, slicers, etc., properly guarded at the point of operation and in good repair? Are unauthorized personnel and students kept away? Does proper operation training exist for users?			
516. Is proper food rotation practiced?			
517. Is staff trained to respond to a student who is choking?			
518. Is the automatic fire suppression system properly located to provide adequate protection over the cooking surfaces?			
519. Is the cooking unit hood equipped with metallic filters?			
520. Is the dishwasher wash temperature in the range of 140-150 degrees F?			
521. Is the exhaust fan adequate to remove smoke and vapor?			
522. Is the hood, duct and duct exit area free of grease accumulation?			
523. Is the housekeeping satisfactory?			
524. Is the rinse temperature at least 180 degrees F?			
525. Are the volume and pressure of the hot and cold water supplies adequate for normal kitchen operations?			
526. Is the working area adequately lighted?			
527. Is there a separate temperature high limit control for each deep fat fryer?			
528. Is there adequate seating capacity and ventilation for the maximum occupancy normally experienced?			
529. Is there an automatic fire suppression system located in the hood and duct?			
530. On gas appliances, are the gas line shut-off valves readily accessible near each appliance?			
531. Determined that local exhaust fans operate properly (note if fans are excessively noisy)			
532. Checked for signs of microbiological growth in the kitchen, including the upper walls and ceiling (for example, mold, slime, and algae)			
533. Selected biocides followed the manufacturer's directions for use, and carefully reviewed the method of application			

Kitchen, Cafeteria and Food Service (cont.)	YES	NO	N/A
534. Verified the kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration, and damp areas)			
535. Checked food preparation, cooking, and storage areas for signs of insects and vermin (for example, feces or remains)			
536. Stored leftovers in well-sealed containers with no traces of food on outside surfaces			
537. Ensured that food preparation, cooking, and storage practices are sanitary			
538. Disposed of food scraps properly and removed crumbs			
539. Cleaned counters with soap and water or a disinfectant (according to school policy)			
540. Swept and wet mopped floors			

Mechanical and Electrical Equipment		YES	NO	N/A
542.	Are areas around electrical panels free of debris, stored equipment and supplies?			
543.	Are electrical loads placed on individual outlets or power strips, etc., and maintained below the rated load of these individual components?			
544.	Are electrical motors kept clean and lubricated?			
545.	Are electrical motors with exposed pulleys and belts covered with appropriate safety guards?			
546.	Are electrical panel switches and/or circuit breakers labeled to indicate the equipment they control?			
547.	Are electrical panels free of exposed wires or terminals?			
548.	Are electrical panels locked with secured covers?			
549.	Are electrical receptacles in close proximity to sinks, wet areas, pipes or other grounded equipment protected by ground fault circuit interrupters?			
550.	Are portable electric heaters equipped with automatic shut-off devices?			
551.	Do all electrical boxes have covers, and are switches and electrical outlets in good condition?			
552.	Is the building free of permanent use of extension cords in lieu of fixed wiring?			
553.	Is your building free of non-code electrical wiring and equipment?			
554.	Have the fixed electrical installations been tested by a competent electrician within the last five years?			
555.	Is there provision for checking all portable electrical equipment in accordance with the schedule of test intervals by a competent electrician?			
556.	Do you know when this was last carried out?			
557.	Do members of staff prior to use examine portable electrical items of equipment to identify broken plugs, loose, or damaged cable?			
558.	Are members of staff barred from bringing personal items of portable electrical equipment into school?			
559.	Is all defect electrical equipment labeled and removed from use?			
560.	Do you keep, and regularly update a record of all portable electrical equipment held in the school?			
561.	Are there a sufficient number of switched socket outlets to eliminate the need to use multi way adaptors?			
562.	Is a residual current device (RCD) used when portable equipment is used externally?			

Playgrounds

		YES	NO	N/A
586.	Is all playground equipment inspected regularly?			
587.	Is playground equipment over 30" high (except for swings) installed over an eight -foot obstruction-free fall zone of resilient surfacing material around the equipment perimeter?			
588.	Is the playground area free of hazardous debris such as broken glass?			
589.	Is the playground equipment in good condition and free of hazards? Wear and tear on the equipment will manifest itself in many ways. Check swings for worn or broken seats, worn chain links or worn “S” Hooks. Slides should be checked for exposed metal edges or loose nuts and bolts. Wooden equipment should be checked for deterioration and splintering.			
590.	Is the playground properly fenced where it borders on streets, railroad tracks, bluffs, groundwater sources or private property?			
591.	Is the swing fall zone two times the height of the swing cross beam to both front and back of the equipment? The fall zone should be obstruction-free and should consist of resilient surfacing material?			

School Buses

		YES	NO	N/A
592.	Are school buses maintained and serviced with maintenance records kept on file?			
593.	Are the driver licenses of all new drivers verified before they are allowed to operate vehicles transporting students?			
594.	Are the licenses of all drivers checked at least annually to ensure that the individual still has a valid driver's license, and are records kept of the checks?			
595.	Are there written rules for students to follow to have a safe ride to and from school?			
596.	If so, does the training include bus safety curriculum for both classroom and practical instruction, methods for assessing attainment of school bus safety competencies, and age-appropriate instructional materials? Is the program adaptable for students with disabilities?			
597.	Is there student training for conduct on and around/ near the school bus?			
598.	Are all school buses covered by insurance policies kept in file and updated annually?			

Walkthrough Inspection	YES	NO	N/A
1. GROUND LEVEL			
599. Ensured that ventilation units operate properly			
600. Ensured there are no obstructions blocking air intakes			
601. Checked for nests and droppings near outdoor air intakes			
602. Determined that dumpsters are located away from doors, windows, and outdoor air intakes			
603. Checked potential sources of air contaminants near the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)			
604. Ensured that vehicles avoid idling near outdoor air intakes			
605. Minimized pesticide application			
606. Ensured that there is proper drainage away from the building (including roof downspouts)			
607. Ensured that sprinklers spray away from the building and outdoor air intakes			
608. Ensured that walk-off mats are used at exterior entrances and that they are cleaned regularly			
2. ROOF			
609. Ensured that the roof is in good condition			
610. Checked for evidence of water ponding			
611. Checked that ventilation units operate properly (air flows in)			
612. Ensured that exhaust fans operate properly (air flows out)			
613. Ensured that air intakes remain open, even at minimum setting			
614. Checked for nests and droppings near outdoor air intakes			
615. Ensured that air from plumbing stacks and exhaust outlets flows away from outdoor air intakes			
616. Checked for birds and animal nests			
3. GENERAL CONSIDERATIONS			
617. Ensured that temperature and humidity are maintained within acceptable ranges			
618. Ensured that no obstructions exist in supply and exhaust vents			
619. Checked for odors			
620. Checked for signs of mold and mildew growth			
621. Checked for signs of water damage			
622. Checked for evidence of pests and obvious food sources			
623. Noted and reviewed all concerns from school occupants			
4. BATHROOMS AND GENERAL PLUMBING			
624. Ensured that bathrooms and restrooms have operating exhaust fans			
625. Ensured proper drain trap maintenance: • Water is poured down floor drains once per week (approx. 1 quart of water) • Water is poured into sinks at least once per week (about 2 cups of water) • Toilets are flushed at least once per week			

Walkthrough Inspection (cont.)	YES	NO	N/A
5. MAINTENANCE SUPPLIES			
626. Ensured that chemicals are used only with adequate ventilation and when building is unoccupied			
627. Ensured that vents in chemical and trash storage areas are operating properly			
628. Ensured that portable fuel/gas containers are properly closed			
629. Ensured that power equipment, like snowblowers and lawn mowers, have been serviced and maintained according to manufacturers' guidelines			
6. COMBUSTION APPLIANCES			
630. Checked for combustion gas and fuel odors			
631. Ensured that combustion appliances have flues or exhaust hoods			
632. Checked for leaks, disconnections, and deterioration			
633. Ensured there is no soot on inside or outside of flue components			
7. OTHER			
634. Checked for peeling and flaking paint (this could be a lead hazard)			
635. Determined date of last radon test			

Waste Management	YES	NO	N/A
636. Ensured that waste containers are appropriate for use (for example, food waste containers should have lids and securely closed)			
637. Ensured that waste containers are lined			
638. Separated food waste and food-contaminated items from other wastes, if possible			
639. Ensured that waste from art, science, vocational classes, etc., are handled separately			
640. Ensured that medical wastes from nurse rooms are handled separately			
641. Labeled recycling bins clearly			
642. Ensured number of bins and dumpsters is adequate			
643. Ensured appropriate location of dumpsters (i.e., away from air intakes, doors and operable windows in relation to prevailing winds)			
644. Ensured waste containers are emptied regularly			
645. Ensured appropriate waste removal schedule			
646. Ensured waste is stored in a well-ventilated room			
647. Ensured any exhaust fans in the room are operating properly			
648. Checked waste storage areas for odors, contaminants, or signs of vermin			
649. Checked for peeling and flaking paint (this could be a lead hazard)			
650. Determined date of last radon test			

Integrated Pest Management	YES	NO	N/A
1. OFFICIAL POLICY STATEMENT			
651. Developed or located the school's official policy statement for integrated pest management (IPM)			
2. DESIGNATING PEST MANAGEMENT ROLES			
652. Assigned and trained a qualified person to be the pest manager			
653. Involved decision makers in the IPM program			
654. Educated students and staff (the occupants of the building) about IPM and asked them to keep their areas clean and free of clutter			
655. Encouraged parents to learn about IPM practices and implement them at home			
656. Developed a program to educate and train all IPM participants			
657. Included language about IPM into contracts with pest management professionals			
3. SETTING PEST MANAGEMENT OBJECTIVES			
658. Set appropriate pest management objectives for school buildings (such as preventing pests from interfering with students' learning environment and preserving the integrity of the building structure)			
659. Set appropriate pest management objectives for school grounds (such as providing safe playing areas and the best athletic surfaces possible)			
4. INSPECTING, IDENTIFYING AND MONITORING			
660. Inspected all buildings and grounds for pest evidence, entry points, food, water, and harborage sites			
661. Identified potential pest habitats in buildings and grounds			
662. Pinpointed the source of any current pest problems			
663. Monitored to determine the extent of pest problems and to estimate pest populations			
664. Developed plans to modify habitat (for example, exclusion, repair, and sanitation efforts) to prevent or resolve any pest problems			
665. Established a monitoring program that consists of routine inspections to estimate pest population levels and identify evidence of pests and potential habitat			
5. SETTING ACTION THRESHOLDS			
666. Evaluated all available data obtained through inspecting, identifying, and monitoring			
667. Determined how many pests the school buildings, grounds, and occupants can tolerate			
668. Set action thresholds			

Integrated Pest Management (cont.)	YES	NO	N/A
6. PREVENTIVE STRATEGIES			
a) INDOOR SITES			
669. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Entryways			
• Classrooms			
• Gymnasiums			
• Locker rooms			
• Offices			
• Staff lounges			
• Bathrooms			
• Food preparation and serving areas			
• Rooms with extensive plumbing/Pump rooms			
• Maintenance areas			
• Others			
b) OUTDOOR SITES			
670. Implemented appropriate strategies to prevent pests from inhabiting the following areas:			
• Playgrounds			
• Parking lots			
• Lawns and sports fields			
• Teaching gardens or greenhouses			
• Loading docks			
• Dumpsters			
• Areas with ornamental shrubs and trees			
• Others			
7. PESTICIDE USE AND STORAGE			
671. Explored alternative pest management methods before concluding that pesticides were necessary			
672. Ensured that pest management professionals integrate IPM into their pest management methods			
673. Identified the least toxic, target-specific chemical (or pesticide formulation) that is the most effective to address the pest problem, preferably as baits and granules			
674. Reviewed and followed all label instructions on pesticides and learned how to properly apply and handle these chemicals			
675. Used spot-treatment (or bait, crack, and crevice applications) to apply pesticides whenever possible and only treated the obviously infested plants in the area			
676. Used protective clothing or equipment when applying pesticides			

Integrated Pest Management (cont.)	YES	NO	N/A
677. Placed all pesticides in tamper-resistant bait boxes or locations that are inaccessible to children and non-target species			
678. Locked or fastened lids of all bait boxes and placed bait away from the runway of the box			
679. Applied pesticides when occupants were not present or in areas where they would not be exposed to the chemicals			
680. Ensured that school occupants (students and staff) are notified of upcoming pesticide applications through posted notices and/or letters			
681. Ensured that parents are notified of upcoming pesticide applications through letters			
682. Kept copies of current pesticide labels and information on pesticides easily accessible			
683. Stored pesticides off site or in areas that are locked and accessible only to designated personnel			
684. Ensured that storage areas are adequately ventilated and are located away from areas prone to flooding or where spills or leaks may contaminate the environment			
685. Ensured that flammable liquids are stored away from ignition sources			
686. Ensured that pesticides are stored in their original containers and all lids are securely fastened			
687. Ensured that air in the storage space cannot mix with the air in the central ventilation system			
8. EVALUATING RESULTS AND RECORD KEEPING			
688. Ensured that accurate, up-to-date records of IPM practices and a pest management log for each property are kept			
689. Ensured that pesticide records necessary to meet all state, local, and school board requirements are maintained			
690. Ensured that each log book contains the following items:			
• Copy of the pest management plan			
• Service schedules for maintenance of buildings and grounds			
• Current Material Safety Data Sheets (MSDS) for each pesticide project			
• Pest surveillance data sheets			
• Diagram noting the location of pest activity, traps, and bait stations			

Underground Storage Tanks	YES	NO	N/A
691. Do all underground storage tanks on the premises comply with the requirements of the AEG UST Regulations?			

	Fire Safety	YES	NO	N/A
692.	Does the school have a written fire evacuation policy?			
693.	Are all members of staff aware of their duties and responsibilities in a fire evacuation?			
694.	Are regular fire evacuation drills carried out?			
695.	Is a record kept of the drills (date, time, any problems)?			
696.	Has someone been delegated the duty of monitoring fire precautions in the school?			
697.	Is there a no-smoking policy in the school?			
698.	Are members of staff encouraged to adopt a good housekeeping policy?			
699.	Are there signs/notices showing assembly points, routes for escape, fire doors, etc.?			
700.	Is all fire-fighting equipment checked annually?			
701.	Have members of staff received training in how to use fire-fighting equipment?			

	Control of Substances Hazardous to Health (COSHH)	YES	NO	N/A
702.	Are there safety data sheets for each substance used?			
703.	Has a COSHH assessment been completed for any hazardous substance used?			
704.	Is there a procedure in place for the review and revision of these assessments?			
705.	Is there a procedure for the disposal of hazardous chemicals?			
706.	Is there a procedure in place for dealing with a chemical spill?			
707.	Are chemicals stored in accordance with guidelines e.g., CLEAPSS?			
708.	Is there a procedure in place to ensure that all new purchases, especially those not on the board's schedule, are controlled and assessed prior to purchase?			
709.	Is appropriate Personal Protective Equipment available, e.g.? • Gloves • Goggles/face masks • Barrier cream			
710.	Are all staff/students aware of the necessity to use any PPE supplied?			
711.	Is there a procedure in place for the replacement of PPE?			
712.	Is PPE stored in accordance with manufacturers' instructions?			
713.	Are all ventilation systems used to control harmful emissions (dust, vapors, fumes, gases) checked for efficiency every 14 months?			
714.	Is there a person who acts as a coordinator?			

	Contractors on School Premises	YES	NO	N/A
715.	Has an individual been delegated the duty of liaising with contractors on school premises?			
716.	Are all contractors used duly approved and certified by MOE?			
717.	If the school appoints contractors directly, have they supplied the school with confirmation of: ● Adequate public liability insurance; and ● Security checks carried out on contractor's staff.			
718.	Are all contractors asked to report to the office prior to commencing any work?			
719.	Has the contractor informed the school of any risks that the work will involve?			
720.	Is there a clear understanding of the work involved?			
721.	If work involves roof renewal or repairs, or structural alterations, are adjacent classroom areas cleared and areas fenced off?			
722.	Does the contractor adhere to the safe working procedures written down in the contract?			

	Accidents	YES	NO	N/A
723.	Is the procedure followed (contact of parents, administering first-aid, etc.) as is outlined in the safety policy?			
724.	Are all accidents, no matter how minor, recorded?			
725.	Is an accident report form completed as required, and forwarded to the claims and legal administration unit?			
726.	Are all serious accidents investigated?			
727.	Are accident records checked regularly to determine if there may be a trend?			

SPORTS FACILITIES AND EQUIPMENT SAFETY REVIEW

Sports Facilities

Soccer Field

		YES	NO	N/A
748.	Are all clocks, lights and windows properly protected against breakage?			

Basketball Courts

749.	Are breakaway rims used (which are recommended) or are the rims at least firmly attached?			
750.	Are folding basketball backstops/boards secured with safety straps or safe locks?			
751.	Have crank-up backboards been inspected recently?			
752.	Is padding provided around the bottom area of the basketball backboards mounted on the playing surface?			
753.	Is the area behind the backboards free of glass or unprotected solid walls?			

Coaches

		YES	NO	N/A
754.	Are coaching staff and trainers certified in first aid and CPR?			
755.	Is there a need for crowd control at sports events, and, if so, is it provided?			

Gymnasium

		YES	NO	N/A
756.	Are obstructions removed before playing games, gymnastics, wrestling, etc.?			
757.	Are the bleachers in good condition and structurally adequate, both indoors and outdoors? Structural soundness of the bleachers should be confirmed by a structural engineer at least every two years.			
758.	Are the floors in good condition?			
759.	If metal halide or mercury vapor lamps fixtures are used, are they protected or screened from damage and regularly inspected to determine whether the outer protective bulb is perforated, cracked or missing? (These deficiencies can result in exposure to dangerous ultraviolet light and severe health consequences such as conjunctivitis and skin burns.)			
760.	Is gymnasium equipment in good condition?			
761.	Is lighting adequate for all events occurring in the gymnasium?			

Swimming Pools

	YES	NO	N/A
762. Are all electrical receptacles close to grounded objects or near wet or damp areas protected by GFCI devices?			
763. Are proper safeguards in place to ensure the pool is not used at all times when it is unsupervised?			
764. Are swimming pool rules and warning signs properly posted?			
765. Are the facilities provided with the proper and well-maintained rescue equipment?			
766. Are the swimming pool ladders and guard stands constructed of suitable materials and maintained in a safe condition?			
767. Are trained and approved pool supervisors provided at all times the pool is being used?			
768. Does the swimming pool area have a non-slip surface?			
769. Is the chemical balance maintained at the recommended level?			
770. Is the chlorine system changed or serviced only during facility non-use hours?			
771. Is the chlorine system inspected periodically to ensure proper functioning?			
772. Is the water depth clearly marked around the swimming pool area?			

Comments on all items checked "NO"

Q. #	Comments
	Copy as needed