

# Wenatchee School District

## Safety Committee Building Inspection Checklist

Building: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Inspector: \_\_\_\_\_ Inspector: \_\_\_\_\_

**A. INTERIOR INSPECTION (Circle your observation. Use separate sheet as necessary)**

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|--|---|---|----|
| 1. Are work areas clean and orderly with floors clean and dry?<br>If no, explain: _____  | Y | N | NA |
| 2. Are office machines and electronics in safe working condition?<br>If no, explain: _____   | Y | N | NA |
| 3. Are electrical outlets being used in a safe manner?<br>If no, explain: _____  | Y | N | NA |
| 4. Are approved extension cords being used properly?<br>If no, explain _____   | Y | N | NA |
| 5. Are extension cords positioned to not be a trip hazard?<br>If no, explain: _____  | Y | N | NA |
| 6. Are approved appliances (coffee makers, microwave ovens, etc.)<br>being used in break rooms and staff areas?<br>If no, explain: _____ | Y | N | NA |
| 7. Are Safety Bulletin Boards displayed and in order?<br>If no, explain: _____   | Y | N | NA |
| 8. Is PPE equipment provided as needed, visible or assessable?<br>If no, explain: _____  | Y | N | NA |
| 9. Are first aid kits provided or assessable as needed?<br>If no, explain: _____   | Y | N | NA |
| 10. Are exit/fire doors visible, unobstructed, properly marked and<br>working properly?<br>If no, explain: _____                         | Y | N | NA |
| 11. Are fire evacuation routes posted as needed or required?<br>If no, explain: _____  | Y | N | NA |
| 12. Are non-exit doors clearly designated?<br>If no, explain: _____  | Y | N | NA |

13. Are all doors working properly and in good repair? (Locks, push-pars, door frames, door jams etc.) If no, explain: _____	Y	N	NA
14. Are all windows working properly and in good repair? If no, explain: _____	Y	N	NA
15. Are all hallways, ramps and stairs clear of obstructions or trip hazards? If no, explain: _____	Y	N	NA
16. Are all hallways, ramps and stairs clean and dry with no slip hazards? If no, explain: _____	Y	N	NA
17. Are all ramp and stairway handrails in good working order? If no, explain: _____	Y	N	NA
18. Are all hallways, ramps and stairs clear of stored objects? If no, explain: _____	Y	N	NA
19. Are all hallways, ramps and stairs well lighted where needed? If no, explain: _____	Y	N	NA
20. Are fire extinguishers provided as needed for the proper application and with current inspection tags? If no, explain: _____	Y	N	NA
21. Are all fire extinguishers being inspected monthly? If not, explain: _____	Y	N	NA
22. Are fire alarm pull stations available and clearly marked? If no, explain _____	Y	N	NA
23. Is the fire alarm system tested regularly? If no, explain: _____	Y	N	NA
24. Is the fire suppression system (sprinklers) inspected/tested as required? If no, explain: _____	Y	N	NA
25. Are existing trip hazards clearly marked? If no, explain: _____	Y	N	NA
26. Were any unmarked trip hazards observed? If yes, explain _____	Y	N	NA
27. Are existing fall hazards clearly marked? If no, explain: _____	Y	N	NA
28. Were any unmarked fall hazards observed? If yes, explain: _____	Y	N	NA

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|---|---|---|----|
| 29. Are storage shelves, book shelves and portable closets securely fastened to walls?<br>If no, explain: _____ | Y | N | NA |
| 30. Are eye bath stations present and in working condition where needed?<br>If no, explain: _____               | Y | N | NA |
| 31. Are shower station present and in working condition where needed?<br>If no, explain: _____                  | Y | N | NA |
| 32. Are all eye bath and shower stations being inspected as needed?<br>If no, explain: _____                    | Y | N | NA |
| 33. Are proper use and/or safety rules displayed as needed?<br>If no, explain: _____                            | Y | N | NA |
| 34. Are proper health certificates displayed in food preparation areas?<br>If no, explain: _____                | Y | N | NA |
| 35. Is all food service equipment in a safe operating condition?<br>If no, explain: _____                       | Y | N | NA |
| 36. Are proper food preparation safety rules displayed as required?<br>If no, explain: _____                    | Y | N | NA |
| 37. Is the HVAC system working properly in all areas of the building?<br>If no, explain: _____                  | Y | N | NA |
| 38. Are all chairs, desks and office furniture in good working condition?<br>If no, explain: _____              | Y | N | NA |

**B. SPECIALIZED AREAS (Circle your observation. Use separate sheet as necessary)**

- |  |   |   |    |
|--|---|---|----|
| 1. Are all power tool safety features in place and being used properly?<br>If no, explain: _____                 | Y | N | NA |
| 2. Are pressurized gas cylinders properly marked and stored?<br>If no, explain: _____                            | Y | N | NA |
| 3. Are all welding areas properly equipped with eye protection and welding arc shields?<br>If no, explain: _____ | Y | N | NA |
| 4. Are all welding areas properly ventilated?<br>If no, explain: _____   | Y | N | NA |
| 5. Are all safety signs, procedures and rules posted as required?<br>If no, explain: _____                       | Y | N | NA |
| 6. Are all flammable or hazardous liquids or chemicals stored properly?<br>If no, explain: _____                 | Y | N | NA |

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|-----|--|---|---|----|
| 7.  | Are all shower facilities safe and in good working order?<br>If no, explain: _____         | Y | N | NA |
| 8.  | Are all locker rooms safe from hazards and in good working order?<br>If no, explain: _____ | Y | N | NA |
| 9.  | Are bleachers in good working order?<br>If no, explain: _____                              | Y | N | NA |
| 10. | Are all restrooms safe and in good working order?<br>If no, explain: _____                 | Y | N | NA |

**C. OUTDOOR INSPECTION (Circle your observation. Use separate sheet as necessary)**

- |     |  |   |   |    |
|-----|--|---|---|----|
| 1.  | Are outside entrances well lighted?<br>If no, explain: _____   | Y | N | NA |
| 2.  | Are main entrances well marked and maintained?<br>If no, explain: _____  | Y | N | NA |
| 3.  | Are entrances kept clear of hazards?<br>If no, explain: _____  | Y | N | NA |
| 4.  | Are building exteriors well lighted?<br>If no, explain: _____  | Y | N | NA |
| 5.  | Is landscaping trimmed away from windows and doors?<br>If no, explain: _____   | Y | N | NA |
| 6.  | Are steps and sidewalks in good repair?<br>If no, explain: _____   | Y | N | NA |
| 7.  | Are building exits and pedestrian traffic way which are adjacent to parking lots well marked, lighted and in good repair?<br>If no, explain: _____ | Y | N | NA |
| 8.  | Are parking lots clean, marked and in good repair?<br>If no, explain: _____  | Y | N | NA |
| 9.  | Are speed and traffic control signs and devices adequate in parking lot areas?<br>If no, explain: _____  | Y | N | NA |
| 10. | Are play fields, athletic fields and outdoor equipment safe, in usable condition and free from hazards?<br>If no, explain: _____                   | Y | N | NA |
| 11. | Are fences adequate and in satisfactory condition?<br>If no, explain: _____  | Y | N | NA |