

**MONTHLY SAFETY INSPECTION CHECKLIST
EDUCATIONAL FACILITIES**

School/Site _____ Date _____

Inspector _____

This form is a reminder only, of general areas and items to be inspected. All *“needs attention”* items should be investigated and corrected. Check each item either *“acceptable”* or *“needs attention”*. If *“needs attention”* state location(s) ie...room 104, gym, front hall.

CONDITION

Acceptable	Needs Attention	LOCATION(S)	
			GROUND
			Steps in good condition
			Walkways in good condition
			Parking areas in good condition
			Handrails on all steps and ramps
			Security lights
			Holes in lawn
			Debris on grounds
			Seats/bleachers in good condition
			GENERAL AREAS
			Floors in good condition
			Floors dry
			Floors not slippery
			Floor openings properly covered
			Intake vents clean
			Exhaust vents clean
			Signs of basement water seepage
			Signs of roof leakage
			Ceiling material secure
			Water piping system
			Waste piping system
			Steam piping system
			Air piping system
			Loading dock
			Storage room(s)
			Waste disposal area(s)
			Broken glass
			Lighting adequate in all areas
			Handrails secure
			Stair tread secure
			MEANS OF EGRESS
			Exits clearly marked
			Exit ways free of obstructions
			Stairway doors kept closed
			Fire doors kept closed
			Doors operate freely
			Evacuation plan posted

			EMERGENCY PROCEDURES
			Written procedures
			Emergency call list posted
			Personnel trained for emergencies
			First aid facilities
			First aid personnel

**MONTHLY SECURITY INSPECTION CHECKLIST
EDUCATIONAL FACILITIES**

School/Site _____ Date _____
 Inspector _____

This form is a reminder only, of general areas and items to be inspected. Check each item either “acceptable” or “needs attention”. All “needs attention” items should be investigated and corrected.

CONDITION

Acceptable	Needs Attention	LOCATION(S)	
			PERIMETER
			Authorized vehicle traffic only
			Perimeter gates operable
			Dumpsters are located away from buildings
			Access to roof is limited
			Directional signs on curbs and streets
			Landscaping arranged to prevent blind spots
			Walkways are not obstructed
			Exterior lighting in operation
			Perimeter fencing condition
			BUILDINGS
			Designated entrance for visitors is clearly marked
			Doors to high risk areas are locked
			Door hinges have nonremovable pins
			Door frames made of pry-proof metal
			Doors have security glass
			Windows have latches
			Miscellaneous openings secured (roof, coal chute, crawl space)
			Files, safes, and vaults secured
			Fire alarm and smoke detectors operational
			Security system operational
			TRAFFIC CONTROL
			Parking lot through/cruising traffic
			Speed bumps
			Access to student vehicles is limited
			Parking areas are clearly identified
			Parking lots located in direct visual observation
			School vehicles are parked within school perimeter
			Vehicle entry to playground or activity areas are blocked
			LIGHTING
			Exterior lights have break-resistant lenses or mesh covers

			Access points are well illuminated
			Loading and unloading zones are well illuminated
			Lights are mounted in a way to reduce shadow areas
			Lights provide illumination without glare
			Back up or supplementary lighting in case of power failure
			Lights inspected and replaced regularly
			SECURITY MEASURES
			Key control system
			Property identification and inventory program
			Locks and/or latches in good condition
			Anchor pads or locking devices on portable equipment
			Alarm system (operable and in good repair)
			School security officers services
			Incident reporting procedure
			After hours law enforcement checks