



This form is to be used to perform and document Quarterly Building Safety Audits. Audits should be done on a Quarterly basis and must be submitted to Cathy Vassar by the 15th of the month following each quarter.

QUARTERLY SAFETY AUDIT CHECKLIST

Walking

- Clean and Dry
- Wet floor signs available
- Drain covers in place
- Slip resistance mats in foyer and doorways

Exits

- Fire Doors Marked and Light working
- Fire extinguishers available
- Monthly inspection and Annual inspection current on fire extinguisher
- Fire extinguishers not blocked (equipment, furnishings or debris of any kind)
- Evacuation routes posted, rooms highlighted, highlighted line drawn to nearest fire exit
- Fire pulls not blocked (equipment, furnishings, debris of any kind)
- Utility / custodial doors locked
- Faceplates on all receptacles and light switches
- Extension cords not nailed, stapled or run between doors and door jams, in walkways, doorway, over sharp edges
- Extension cords that are UL approved
- Cheater plugs not allowed

Sanitation

- Good housekeeping of hallways, classrooms and receiving dock
- Toilet facilities clean, student and faculty
- Soap, hand towels, student and faculty
- Wall heaters / wall mounted heat pump systems clear of (spray cans, paper products)

Storage

- Aisles clear in classrooms, book storage areas and storage rooms
- No storage in classrooms or book areas within 18" of ceiling
- Equipment on shelves properly secured
- Spray cans need to be stored in a closed cabinet, away from students
- Labels on all containers

Signature

Date

Principal/Supervisor Signature

Date