



*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 15<sup>th</sup> 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

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Signature

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Date

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Principal/Supervisor Signature

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Date