

Wenatchee School District

Safety Committee Building Inspection Checklist

Building: _____

Date: _____

Lead Inspector: _____

Inspector: _____

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

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

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

29. Are storage shelves, book shelves and portable closets securely fastened to walls? If no, explain: _____	Y	N	NA
30. Are eye bath stations present and in working condition where needed? If no, explain: _____	Y	N	NA
31. Are shower station present and in working condition where needed? If no, explain: _____	Y	N	NA
32. Are all eye bath and shower stations being inspected as needed? If no, explain: _____	Y	N	NA
33. Are proper use and/or safety rules displayed as needed? If no, explain: _____	Y	N	NA
34. Are proper health certificates displayed in food preparation areas? If no, explain: _____	Y	N	NA
35. Is all food service equipment in a safe operating condition? If no, explain: _____	Y	N	NA
36. Are proper food preparation safety rules displayed as required? If no, explain: _____	Y	N	NA
37. Is the HVAC system working properly in all areas of the building? If no, explain: _____	Y	N	NA
38. Are all chairs, desks and office furniture in good working condition? 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? If no, explain: _____	Y	N	NA
2. Are pressurized gas cylinders properly marked and stored? If no, explain: _____	Y	N	NA
3. Are all welding areas properly equipped with eye protection and welding arc shields? If no, explain: _____	Y	N	NA
4. Are all welding areas properly ventilated? If no, explain: _____	Y	N	NA
5. Are all safety signs, procedures and rules posted as required? If no, explain: _____	Y	N	NA
6. Are all flammable or hazardous liquids or chemicals stored properly? If no, explain: _____	Y	N	NA

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

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

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