

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

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|--|---|---|----|
| 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?
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)

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

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

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