

Scott County Schools

School Facility Inspection Checklist

School _____ Inspector _____ Date _____

Use an **S** for Satisfactory items, use a **U** for Unsatisfactory items, and **NA** for Not Applicable.

- For unsatisfactory items rate:
- 1 = High Priority, needs immediate attention
 - 2 = Moderate Priority, correct as soon as possible
 - 3 = Low Priority, correct as time allows

If a situation is "Unsatisfactory", describe the hazard and the location. Use additional pages if necessary. Submit work orders for repair and record WO # in the proper inspection column.

School Appears Inviting

S, U, or NA - 1, 2, or 3 - Correction Date or WO#

- | | | | |
|--|-------|-------|-------|
| 1. Roadway and ditch line free of trash and debris | _____ | _____ | _____ |
| 2. Entry sidewalk clean and clear of obstructions | _____ | _____ | _____ |
| 3. Front door uncluttered and working properly | _____ | _____ | _____ |
| 4. Entry foyer or hallway clean and welcoming | _____ | _____ | _____ |
| 5. Front office uncluttered, staffed, and inviting | _____ | _____ | _____ |

Safety

- | | | | |
|--|-------|-------|-------|
| 1. Emergency Shutoff Sheet updated and posted | _____ | _____ | _____ |
| 2. Bus and car traffic organized and flows smooth | _____ | _____ | _____ |
| 3. Pedestrian traffic flows away from vehicles | _____ | _____ | _____ |
| 4. Sidewalks uncluttered and trip hazard free | _____ | _____ | _____ |
| 5. Signage –ADA/No Parking/Speed Limit intact | _____ | _____ | _____ |
| 6. Mobile Classroom ramps free of trip hazards | _____ | _____ | _____ |
| 7. Wet Floor signs available and used as needed | _____ | _____ | _____ |
| 8. Emergency routes posted in each classroom | _____ | _____ | _____ |
| 9. Exits are clearly marked, exit signs illuminated | _____ | _____ | _____ |
| 10. Emergency lights working properly/tested monthly | _____ | _____ | _____ |
| 11. Hallways and exits free from obstruction | _____ | _____ | _____ |
| 12. Door panic bars and closers in working order | _____ | _____ | _____ |
| 13. Hazardous chemicals properly labeled and stored | _____ | _____ | _____ |
| 14. MSDS information easily assessable and available | _____ | _____ | _____ |

Indoor Air Quality

S, U, or NA - 1, 2, or 3 - Correction Date or WO#

- | | | | |
|--|-------|-------|-------|
| 1. Filters are replaced per maintenance schedule | _____ | _____ | _____ |
| 2. Source of odors corrected not masked | _____ | _____ | _____ |
| 3. Clean walk-off mats at every entrance | _____ | _____ | _____ |
| 4. No bird nests or droppings near entrance | _____ | _____ | _____ |
| 5. No active roof, plumbing, or condensation leaks | _____ | _____ | _____ |
| 6. Temperature and humidity acceptable | _____ | _____ | _____ |
| 7. No signs of mold or mildew growth | _____ | _____ | _____ |
| 8. Area generally clean with dust under control | _____ | _____ | _____ |
| 9. Drain traps are filled with water | _____ | _____ | _____ |
| 10. School has been tested for radon | _____ | _____ | _____ |
| 11. Water drains away from building without pooling | _____ | _____ | _____ |
| 12. Odorous chemicals used with adequate ventilation | _____ | _____ | _____ |

Integrated Pest Management

- | | | | |
|---|-------|-------|-------|
| 1. Rooms cleaned and trash removed daily | _____ | _____ | _____ |
| 2. Bait stations are checked at least monthly | _____ | _____ | _____ |
| 3. Pest log in front office updated as needed | _____ | _____ | _____ |
| 4. Food stored in pest proof containers | _____ | _____ | _____ |
| 5. Food and beverages used in designated areas only | _____ | _____ | _____ |
| 6. Floors cleaned daily | _____ | _____ | _____ |
| 7. Cracks and crevices in walls and floors sealed | _____ | _____ | _____ |
| 8. Doors and windows are kept shut when not in use | _____ | _____ | _____ |
| 9. Dumpsters are emptied and cleaned regularly | _____ | _____ | _____ |
| 10. Coat and personal belongings stored separately | _____ | _____ | _____ |

Building Security

- | | | | |
|---|-------|-------|-------|
| 1. Building exterior is locked at the end of each day | _____ | _____ | _____ |
| 2. Only front door is unlocked during operational day | _____ | _____ | _____ |
| 3. Cameras working at all locations | _____ | _____ | _____ |
| 4. Exterior doors and locks in working order | _____ | _____ | _____ |
| 5. Lockdown plan practiced at least annually | _____ | _____ | _____ |

Sprinklers and Alarms

S, U, or NA - 1, 2, or 3 - Correction Date or WO#

- 1. Sprinkler system risers, etc. inspected monthly _____
- 2. Sprinkler system inspected and tested annually _____
- 3. 18" from the ceiling is clear of all obstructions _____
- 4. Fire alarm tested and drill conducted monthly _____
- 5. Fire alarm inspected and tested annually _____
- 6. Fire extinguishers inspected monthly _____

Playground

- 1. Playground inspected and reported monthly _____

Energy

- 1. All refrigerators cleaned and defrosted quarterly _____
- 2. Windows and doors are kept shut when not in use _____
- 3. Filters cleaned or changed on a regular basis _____
- 4. Thermostats set back/up 10 degrees unoccupied _____
- 5. Lights turned off when not in use _____
- 6. Charging devices unplugged when not in use _____
- 7. Computers turned off when not in use _____
- 8. Entry doors are not left propped open _____

Housekeeping

- 1. Offices and classrooms cleaned daily _____
- 2. Entryway windows cleaned daily _____
- 3. Restrooms cleaned daily _____
- 4. Restrooms checked regularly throughout the day _____
- 5. Air return duct screens cleaned regularly _____
- 6. Cafeteria cleaned at least daily after lunch _____
- 7. Hallways and stairways clear of obstructions _____
- 8. Custodial office/storage closets organized/neat _____

