

## GENERAL BUILDING CHECKLIST

<b>ENTRANCES:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the entrance well lit?			
2. Are floor mats provided on the inside of all entrances?			
3. Are floor mats maintained in such a manner as to prevent tripping?			
4. Are steps in good condition with no broken or loose steps?			
5. Is a handrail installed and is it firmly attached?			
6. Is there a sign directing all visitors to sign in at the office when entering the facility / building / school?			

<b>HALLWAYS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are all hallways and entrances to rooms well lit?			
2. Are all areas clean and free of loose materials and debris that could create a tripping hazard?			
3. Are all areas free of tripping hazards (cords, boxes, furniture, etc.) that could create a tripping hazard?			
4. Are the flooring materials in good condition? No loose or broken tiles / boards; torn, wrinkled or bunched up carpets.			
5. Are lockers, cabinets, display cases, and other items securely mounted to the wall or floors?			
6. Are heat registers and other devices properly maintained to prevent a tripping or catching of clothing?			
7. Are fire doors not blocked open (if applicable to include classroom doors)?			
8. Are fire extinguishers and fire alarm pull boxes, properly identified, accessible, and securely mounted?			
9. Are floor areas barricaded when wet or when sweeping, mopping, stripping, and waxing floors to warn others of potential slip hazards?			

<b>STAIRS AND STAIRWAYS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are stairs and stairways well lit?			
2. Are stairs free of clutter and trash and debris that could create a slip / trip / fall condition?			
3. Are the stairs in good condition with no broken steps or damaged or excessively worn runners?			
4. For exterior steps are they covered with a non-slip coating or tread to prevent slips during wet or inclement weather?			
5. Are handrails installed securely and in good condition?			
6. For stairs and landings greater than 4 feet in height - Is a guardrail system in place? A 42" tall guardrail consists of a top rail, mid-rail, and toe board to prevent falls from heights.			

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<b>EXITS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are exits properly marked?			
2. Do all exit doors open outwards with the path of egress?			
3. Are exit doors chained or padlocked when employees and/or children located in the building? Chaining or padlocking an emergency exit door with employees or children in a facility or school is a fire code violation.			
4. Do all exit doors open freely and provide an unobstructed path to an outside public area?			
5. Are exit paths marked and maintained free of debris and other items that can block or partially block the exit? There must be a minimum width of 22 inches for all exit paths and doors.			

<b>OFFICE AREAS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are desks and chairs appropriate for the type of work being performed?			
2. Are electrical cords covered or secured to prevent a tripping hazard?			
3. Are file cabinets and desk drawers kept shut when not in use?			
4. Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?			

<b>CLASSROOMS – {If applicable}:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?			
2. Do floors have cords, books, debris or other trip hazards?			
3. Are chairs, seats, desks and lockers hazard free?			
4. Are windows free of breaks and cracks?			
5. Are closets and storage rooms clean and orderly?			
6. Are rooms neat and clean? (Trash removed, no evidence of structural rot / pests, etc.)			

<b>RESTROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are floors clean and dry to prevent slips and falls?			
2. Are toilets, urinals, & sinks, secured firmly as designed?			
3. Is the restroom well lit?			
4. Are the restrooms maintained clean and sanitary?			

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<b>GYMNASIUMS {If applicable}:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the bleachers in good condition and provided with guardrails if greater than 4 feet from the ground elevations.			
2. Are lights protected from glass breakage?			
3. Is the floor in good condition?			
4. Are all exits properly marked and maintained?			
5. Are there mats behind the basketball goals and in other areas where students can run into or fall from heights (ropes, balance beams, parallel bars, etc.)?			
6. Are locker rooms and shower facilities kept clean and free of standing water?			

<b>AUDITORIUMS {If applicable}:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are fixed seats firmly secured to the floor?			
2. Are aisles and walkways free of trip hazards?			
3. Are the stairs leading to the stage provided with a handrail?			
4. Are backstage areas lighted sufficiently to prevent slips and falls?			
5. Is housekeeping satisfactory?			

<b>SUPPLY / EQUIPMENT / STORAGE / CUSTODIAN / CLOSETS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the doors shut and locked when not in use?			
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?			
3. Are items stored neat and orderly?			
4. Are the floors free of standing water or liquids?			
5. Are extension cords and power cords on equipment in good repair?			

<b>BOILER / ELECTRICAL / MECHANICAL ROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the doors shut and locked when not in use?			
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?			
3. Is the room clean and orderly and not used for storage of non-essential materials and items (Holiday decorations, spare or old books, etc.)			
4. Are the floors free of standing water or liquids?			
5. Are electrical panels and breaker boxes clear of obstructions? (Minimum clearance of 36" around panels)			
6. Are electrical boxes, switches and receptacles covered?			

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ADDITIONAL INFORMATION OR COMMENTS? PLEASE WRITE BELOW:

**AED Locations:**

**FIRST AID KIT Locations:**

**EYE WASH STATION Locations:**

**EMERGENCY EXIT MAP Locations:**