

Benton Public Schools  
SELF-INSPECTION CHECKLIST for Specific Building Area

SCHOOL: \_\_\_\_\_

<b><u>A. KITCHEN</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
An automatic fire suppression system, equipped with a "Wet Chemical" extinguishing agent, protects all cooking units? Kitchen personnel know how to operate the manually activated controls?				
Fire extinguishers with 20B: C and/or K rating, and with current inspection, are located in kitchen area and near the exit(s)?				
Exhaust hood, filters and duct ventilation system is clean and in good repair? Is a thorough cleaning the hood and duct system at 6-month intervals?				
Cooking unit surfaces are free of grease accumulation and are cleaned daily?				
Automatic gas/electrical shutoff when fire suppression system is activated? Does a licensed inspector service the equipment at 6-month intervals?				
Documentation that employees have been properly instructed on the use of kitchen equipment, proper sanitation and hand washing techniques; clean up of spills is available?				
Satisfactory housekeeping and sanitation practices evident?				
Kitchen equipment in good repair with safety guards in place?				
Is storage arranged to minimize reaching above shoulder height or below mid-thigh height?				
Are carts or dollies available to minimize holding and carrying large or bulky items? Do personnel use the equipment?				
Restricted storage areas are clearly identified and secured?				
Globes or light bulbs are equipped with covers to protect food from glass contamination?				
Hot water temperature adequate for commercial dishwasher health codes?				
Refrigerator doors do not require unnecessary force to open or close?				

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<u>A. KITCHEN, continued</u>	OK	Potential Problem	<u>Recommended Action or Plan for Improvement</u>	Date Corrected
Refrigerator and freezer entrances and floors are adequately maintained - spills are cleaned promptly, no accumulation of ice or other slippery condition that might contribute to slips and falls? Floor mats are used to prevent slips and falls?				
Cleaning chemicals are stored properly and separate from food storage?				
First aid kit is adequately stocked and readily accessible?				
Properly sanitized personal protective equipment (PPE) is provided? Personnel have been instructed when and for what purpose PPE is to be used, and its use is enforced?				
Pest population is monitored and controlled?				
Floor drains are checked regularly to ensure adequate drainage?				
<u>CAFETERIA DINING AREA</u>	OK	Potential Problem	<u>Recommended Action or Plan for Improvement</u>	Date Corrected
Regular and emergency lighting is adequate and exits are clearly illuminated with exit signs?				
Appropriate aisle space is maintained between tables to allow for quick exit?				
Furniture and equipment is in good repair? Appropriate seating capacity for size of room?				
Documentation that employees have been trained to respond to a student who is choking or experiencing a seizure?				
Spills and moisture are cleaned immediately? Rugs have been placed in front of ice/drink dispensing equipment to prevent slipping and minimize tracking of spilled ice or drink? Wet floor signs are displayed when necessary?				
Walls, ceiling, floor is in good condition?				

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Administrator/Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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<b><u>A. CLASSROOMS</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Lighting adequate? Emergency lighting tested (if installed)?				
Exit from room clear of obstruction? Evacuation diagram indicating primary & secondary exit routes posted?				
Electrical equipment: <ul style="list-style-type: none"> <li>▪ Extension cords in good condition – grounded, no cuts/abrasions, trip hazard, not used in place of permanent wiring?</li> </ul>				
<ul style="list-style-type: none"> <li>▪ Wall receptacles/adapters are UL listed, in good condition?</li> </ul>				
Classroom chemicals: <ul style="list-style-type: none"> <li>▪ Any flammable/combustible liquids stored in classroom? Is storage necessary?</li> <li>▪ Properly labeled &amp; stored out of reach of students?</li> </ul>				
Furniture & fixtures in good repair?				
Walls, ceiling, floor in good repair?				
<b><u>B. STAIRS &amp; HALLWAYS</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Lighting adequate: <ul style="list-style-type: none"> <li>▪ Exit signs illuminated?</li> <li>▪ Emergency lighting functional?</li> </ul>				
Free of restrictions to prompt egress? Door closure in good repair?				
Handrails in good condition?				
Stair tread non-skid, secure?				
Space under stairs clear of storage?				
Lockers secure and in good condition?				
Fire protection: <ul style="list-style-type: none"> <li>▪ Fire extinguishers accessible?</li> <li>▪ Fire alarm pull boxes in good repair?</li> </ul>				
walls, ceiling, floor in good repair, no tripping hazards?				

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<b>C. STUDENT RESTROOMS</b>	OK	Potential Problem	<u>Recommended Action or Plan for Improvement</u>	Date Corrected
Walls, ceiling, floor in good repair, no slipping or tripping hazards?				
Adequate lighting & emergency lighting?				
Satisfactory housekeeping/sanitation?				
Dispensers, sinks, toilets in good repair?				
<b>D. RESTRICTED AREAS: CUSTODIAL CLOSETS &amp; MECHANICAL/UTILITY ROOMS</b>	OK	Potential Problem	<u>Recommended Action or Plan for Improvement</u>	Date Corrected
Restricted storage areas locked? Keys are secure and accessible only to administrators and identified staff?				
Satisfactory housekeeping, neat and orderly storage? Storage does not obstruct access to electrical panels or equipment controls?				
<b>Flammable/combustible liquids &amp; other chemical products (cleaning supplies):</b> <ul style="list-style-type: none"> <li>▪ Flammable liquids stored in appropriate (no glass), sealed or capped container?</li> <li>▪ Containers of flammable or combustible liquids are stored inside metal cabinet (preferably a FM approved/UL listed flammable liquid storage cabinet)?</li> <li>▪ <u>All containers and cabinets</u> properly identify contents &amp; any hazard that may be associated with the chemical (flammable, toxic, corrosive, etc.)?</li> <li>▪ Containers are not stored near flame, spark or heat generating equipment?</li> </ul>				
Walls, ceiling, floor in good repair, no slipping or tripping hazards?				
Automatic fire protection – sprinkler heads – is not obstructed by storage?				
Is at least one portable fire extinguisher installed in each mechanical equipment and/or boiler room? (Verify that the extinguisher is charged - check gauge.)				

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<b><u>E. GYMNASIUM, AUDITORIUMS, &amp; LOCKER ROOMS</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Lighting adequate for events or periods of inactivity? Emergency lights functional? Exit lights functional?				
Fire extinguishers in place? Are they charged – check gauge? Check other fire protection, if provided; is it operational?				
Panic hardware on exit doors working? No chains, locks or other latching devices on exit doors?				
Seats, stage equipment in good repair? Is the leading edge of the stage marked, or is lighting adequate to clearly identify the edge of the stage? Are stage exits clear?				
Dressing rooms and shower facilities in good condition; any slip, trip and fall hazards evident? Are dressing/shower facilities adequately ventilated to prevent musty odors or a mold/mildew problem?				
Walls, ceiling and floor in good repair?				
Maximum Occupancy" signs posted?				
<b><u>F. SCIENCE LABS &amp; INDUSTRIAL SHOPS</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Is personal protective equipment – safety glasses, goggles, face shield, hearing protection, respiratory protection, gloves, etc. – available, used by instructor and students, and in good condition?				
Is a chemical inventory, and are Material Safety Data Sheets available for each chemical or hazardous product used?				
Are chemicals/hazardous products stored in and dispensed from approved containers and storage cabinets? Are containers and cabinets clearly marked to identify contents and hazards?				
Is lighting adequate? Emergency and exit lights operational?				

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<b><u>F. SCIENCE LABS &amp; INDUSTRIAL SHOPS, continued</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Is lab/shop machinery and equipment in good repair with safety guards and emergency shut-off/disconnect clearly identified and readily accessible?				
Shops with industrial machinery will have: <ol style="list-style-type: none"> <li>1. Documented safety orientation</li> <li>2. A Lockout/Tagout Program</li> <li>3. A disconnect at each machine</li> <li>4. A daily inspection of machinery and portable electrical equipment</li> <li>5. Safety rules posted</li> <li>6. Flammables used/stored properly</li> <li>7. All areas cleaned daily</li> </ol> NOTE: CareerSafe for Students is a good resource for safety orientation. Review training resources on the Internet at <a href="http://www.careersafeonline.com">www.careersafeonline.com</a> .				
<b><u>G. ATHLETIC FIELDS, GROUNDS &amp; PARKING AREAS</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Areas in good repair, no slip, trip and fall hazards, pot holes, broken glass, broken pieces of concrete, etc.? Are leading edges of steps, curbs, changes in elevation clearly marked? If hazards are identified, are they adequately marked until repairs have been accomplished?				
Traffic signs posted and in good repair?				
School bus loading area organized and supervised?				
Bleachers in good repair?				
<b><u>H. ELEMENTARY PLAYGROUND EQUIPMENT</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Playground areas free of debris and tripping hazards? Is ground cover adequate, any exposed stones, concrete, etc.?				
Equipment free of decayed/loose boards, splinters, protruding nails, sharp points, worn chain, worn pivot bolts, rust, etc.?				
Is equipment mounted securely, without concrete footing showing?				

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<b><u>I. PORTABLE CLASSROOMS</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Walls, ceiling and floor in good repair?				
All Doors accessible and operate properly?				
Steps, platform, handrails in good repair?				
Lighting adequate?				
Fire extinguisher in place and charged?				
<b><u>J. GENERAL</u></b>	<b>OK</b>	<b>Potential Problem</b>	<b><u>Recommended Action or Plan for Improvement</u></b>	<b>Date Corrected</b>
Operational fire alarm systems (audible and visual)?				
Operational fire extinguishers with up-to-date inspection tags attached: <ul style="list-style-type: none"> <li>▪ Mounted in the proper place and adequately charged?</li> <li>▪ Date of last service inspection does not exceed an interval of 12 months</li> </ul>				
New staff members briefed on emergency procedures?				
Clean-up kits for hazardous chemical spills available, if required?				
First aid kit adequately stocked and readily available? Adequate personal protective equipment to prevent exposure to blood, body fluids?				
Have all personnel been instructed to report occupational injury or accident? Have reported incidents/accidents involving personal injury, property damage, near miss, etc. been investigated, documented in a timely manner, and corrective action initiated or completed?				

Remarks: \_\_\_\_\_  
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