



School Maintenance / Safety Inspection Checklist

Operations and Maintenance
Mat-Su Borough School District
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Special Instructions: This form is to be used by O&M staff when inspecting MSBSD schools and buildings. If necessary, the corrective plan on page 4 is to be completed and submitted to an Administrator / Supervisor.

Site: _____ Date: _____

Inspected By: _____
School Representative O&M Representative

General:

- Fire lane around school is kept clear.
- Hazard Communications / MSDS binders are kept in both the main office and the custodial office.
- Electrical cords that are across or adjacent to foot traffic areas are taped down tied up and stored out of the way.
- All Emergency Exits are marked and kept clear. A 36" pathway to Emergency Exits is maintained.
- Emergency Evacuation Maps are present in all rooms of the school, easily read, and applicable to the area.
- Emergency Flip Charts (Hanging) are present in each workspace and classroom.
- Fire extinguishers are serviced annually and inspected monthly with attached tags dated and initialed.
- Electrical panels are properly labeled, have no open slots, a clear path, & 3' clearance in front of the panels.
- All secondary containers (spray/squirt bottles, coffee cans, glass wares, etc.) have appropriate hazard labels.
- Overhead storage (18" clearance from ceiling) is secure & stable, where no objects may fall on students or staff.
- Shelves are stable and secured to a wall or floor for stability.

Indoor Air Quality:

- Filters are replaced per maintenance schedule. Date last changed: _____
- Approved chemicals, arts, and crafts supplies are used.
- Other: _____

Intercom Emergency System:

- Test of intercom system reveals all areas of school (including corridors/outside) can be notified of an emergency.
- Fire Drills last performed: _____
- Lock down button functioning.
- Distress button functioning.

Cafeteria:

- Floors are clean and scuff free.
- Cafeteria tables are easy to operate.
- Wet Floor / Caution signs are available and used as needed.

Housekeeping:

- Aisles, stairs, hallways, and walking surfaces are kept clear of obstacles and debris.
- A minimum 36" clearance is maintained for all walking / working areas.
- Desks, chairs, and tables are clean and in good repair.

Slips, Trips, and Falls Issues:

- Floors are in good condition with no missing tiles, carpet tears, etc.
- Areas with high fall potential (around drinking fountains, entry ways, etc.) were identified and hazards addressed.
- High visibility tape or paint is used to point out hard to see steps, cracks, and tripping hazards.
- Stored items are kept in a neat and well-organized manner to prevent spillage or falling debris.

Health Room:

- Bloodborne Pathogens program is posted on wall.
- Mouth shield and latex gloves are readily available for emergency use by all staff.
- Other first aid supplies is easily accessible.

Staff Room / Office Areas:

- OSHA Poster and Employment Law posters are present.
- Copiers, laminators are adequately vented, with any fluid kept in Hazardous Chemical Cabinet.

Kitchen:

- Mesh glove used for slicer use, cleaning, and can recycling.
- Eye, hand, and respiratory protection are worn when handling dishwasher chemicals.
- Heavy items are stored between shoulder and knee height. Lighter items are stored on upper and lower shelves.
- If used, anti-fatigue mats are in good condition.
- Wet floor areas are kept clean. Mops and mats are available as needed.

Mechanical / Boiler Rooms:

- Rooms are clean and free of unapproved storage.
- Warning signs are easy to read and properly placed.
- Rotating shafts and belts are properly guarded.
- Electrical junction boxes have covers and nothing has been placed in front of them.

Custodial:

- All chemicals and containers are properly labeled and stored.
- Trash is emptied in a safe, ergonomic manner, minimizing strain potential.
- Furniture is moved in a safe, ergonomic manner, minimizing strain potential.
- Ladders are in good condition and secured to the wall when not in use, when necessary.
- Flammable items are stored in a Hazardous Chemicals Fireproof cabinet.
- Tools are properly stored and in good condition.
- Fluorescent/light bulbs are protected if under 7.5' of height, within 12" of items, or if possibility of breakage exists.

Shops (If Applicable):

- Machine guarding.
- Routers have point of operation protection.
- Portable power tools are double insulated, or with ground prong, and with undamaged cord.
- Hand tools in good condition.
- Housekeeping - slip, trip, and fall issues are identified and controlled.
- Compressed gas cylinders are chained at the belly of the tank. Oxygen and Acetylene stored at least 20' apart.
- Grinders in alignment, with wheel within.
- 1 1/4 " of tongue guard and 1/8" of tool rest.

