

LODI UNIFIED SCHOOL DISTRICT SECONDARY SCHOOL MONTHLY SAFETY INSPECTION CHECKLIST

Page 1 of 3

Please complete this form and forward the original to the Risk Management, attention Lanna Vallerger, on the Friday of the first week of each month. (Keep a copy for your files).
List each item requiring correction and IDENTIFY THE AREA, BUILDING AND ROOM IN EACH CASE. Indicate specific action taken in the REMARKS section.

*****IF THE AED UNIT DOES NOT READ 'OKAY' - IMMEDIATELY NOTIFY YOUR SITE PRINCIPAL AND LANNA VALLERGER TO REPORT THE PROBLEM.*****

Location: _____

Date: ____/____/____

Inspection made by: _____

Custodian's Signature

Principal's Signature

	OK	NEEDS ATTN	N/A	DATE OF WORK ORDER	MO/DA
GENERAL HOUSEKEEPING					
Restrooms in adequate and sanitary condition?					
Exit ways free of obstruction, and properly marked?					
Unsecured rugs?					
Non-slip floor wax used?					
Trash disposal adequate?					
Doors in good repair?					
Fences and gates in good repair?					
No interior/exterior lights broken?					
No interior/exterior lights burned out?					
Diffusers in place?					
Window/skylight latch in good repair?					
No broken windows/skylights?					
Sidewalks, walking surfaces, parking lots, steps, stairways, hallways, ramps, etc., free from slip and trip hazards or obstruction.					
Premises free of safety hazards caused by trees, limbs or roots.					
Handrails in place and secure?					
Trash and garbage properly stored?					
Trash and garbage picked up on schedule?					
Flammable liquids stored in approved safety cans and/or metal cabinet?					
Dumpsters away from building?					
No rooms with heavy fire load?					
No high storage?					
Floors in good condition, dry, not slippery?					
Are desk and file drawers closed immediately after use?					
Are file cabinets properly secured against tip over?					
Are storage and equipment rooms neat and orderly?					
Are work and storage areas free of improper storage?					
Are extension cords, phone cords, and cables properly placed to avoid trip and fall hazards?					
Are work areas free of extension cords being used as permanent outlets?					
Are paper cutters equipped with finger guards?					
Are emergency telephone number posted where they can be seen easily in case of emergency?					
SAFETY DATA SHEETS/BINDER					
Are Safety Data Sheets accessible to all employees?					
Is the Safety Data Binder updated?					

	OK	NEEDS ATTN	N/A	DATE OF WORK ORDER	MO/DA
FIRE PROTECTION					
Fire detectors undamaged?					
Bells/ horns/lights functional?					
Fire extinguishers fully charged?					
Fire extinguishers accessible?					
Fire extinguisher pins secured?					
Are there any discharged extinguishers?					
Are extinguishers properly mounted?					
Date of last fire drill?					
AUTOMATIC SPRINKLERS					
Valve locked in open position?					
18" clearance below all sprinkler heads?					
Extra heads and wrench available?					
Date of last sprinkler inspection?					
ELECTRICAL					
Damaged extension cords?					
Charred outlet faces?					
Missing electrical cover panels or wall plates?					
Plugs equipped with grounding prong?					
No flammable materials stored?					
Are intrusion alarms operable?					
Date intrusion alarm last tested?					
OFFICE					
Chairs in good condition?					
Ventilation good?					
Site emergency plan accessible?					
Fire/disaster drill log accessible?					
Emergency supplies available?					
Bloodborne Pathogens plan available? SB 198					
Office machines/equipment grounded?					
Are electrical cords and plugs in good condition?					
Are outlets in good condition?					
Is only one machine plugged into a single outlet?					
** Automatic External Defibrillator					

LODI UNIFIED SCHOOL DISTRICT
SECONDARY SCHOOL MONTHLY SAFETY INSPECTION CHECKLIST

Page 2 of 3

TEACHERS WORK ROOM/LOUNGE				
Flammable glues/liquids stored in protective containers?				
Excess paper/trash removed?				
Office machines/equipment grounded?				
Safety latches on paper cutters are in place and are not defective?				
AUDIOVISUAL EQUIPMENT, OFFICE MACHINES, COMPUTERS				
Stored in designated rooms or cabinets?				
Permanently marked?				
Secured to stands?				
Transporting stands safe and adequate?				
CLASSROOMS				
Are shelves overloaded?				
Are items removed from top of cabinets or are they secured?				
Are trophies secured with double sided tape?				
Are bookcases/cabinets fastened to the wall and/or together?				
Are large rolls of paper kept on a rack or are they secured to prevent tip-over accidents?				
Are safety latches on paper cutter in place and not defective?				
Are all containers properly labeled?				
Is there good housekeeping?				
Are exits unblocked and doors in good shape?				
Are CO2 / Cleangard fire extinguishers used in computer labs?				
First Aid Kits				
GROUNDS				
Playground equipment in good condition?				
Fields in good condition?				
Bleachers in good condition?				
Dugouts in good condition?				
Tennis courts in good condition?				
Basketball courts in good condition?				
No chain nets on baskets?				
Football goals safely arranged?				
Soccer goals safely arranged?				
Sidewalks in good condition, cracks or uneven?				
Ramps, stairs provided with handrails?				
Shrubs or tree limbs creating eye hazards?				
Parking area noted with depressions, cracks?				
SWIMMING POOL AREA				
Depth markings in good condition?				
Decking in good condition?				
Bleachers in good condition?				
Diving boards and towers in good condition?				
Pool handrails in good condition?				
Emergency/rescue equipment in place?				
Rules posted?				
Filter covers in place?				
Automatic External Defibrillator (Per Board policy)				

CAFETERIA, AUDITORIUM, GYMNASIUM				
In-wall tables in good condition?				
Benches and seats in good condition?				
Bleachers in good condition?				
Emergency light functioning?				
Locker rooms in good condition?				
Machines/equipment grounded (including coffeepot)?				
Good housekeeping practiced?				
Shelves not overloaded?				
Hood filters are free from grease accumulation?				
Handrails available where required?				
Stairways clear and unobstructed?				
Food storage orderly, sanitary, and refrigerated?				
Protective gloves in place.				
Dishes, cooking utensils, can openers sanitized?				
Serving utensils in good condition?				
Wiping towels/linens stored in metal tub or washed daily?				
Employees wearing hair nets as required?				
Safe storage of cleaning agent separate and marked from food storage?				
Knives safely stored?				
Slicing, grinding machines properly guarded?				
Exposed steam and hot water lines protected?				
Work areas and aisle ways free of obstruction?				
Suitable ladders provided for stockroom use?				
Employees instructed in safe lifting methods?				
First aid kit on hand?				
Electrical appliances properly grounded?				
Trash compactors interlocked so they cannot be operated with lid open?				
Walk in coolers, freezers equipped with inside release hatch?				
Automatic extinguishing system serviced?				
Refrigeration compressors free of grease accumulations?				
Automatic External Defibrillator				
SHOPS - WOOD WORKING				
Hand tools in good condition, grounded?				
Flammables and paints in approved storage cabinet?				
Good housekeeping practiced?				
Machine guard in place?				
Explosion proof lighting provided if applicable?				
Saw dust accumulations removed regularly?				

LODI UNIFIED SCHOOL DISTRICT
SECONDARY SCHOOL MONTHLY SAFETY INSPECTION CHECKLIST

Page 3 of 3

SHOPS - METAL WORKING				
Machine guards in place, disc grinders, metal shears, saws?				
Tools in good condition, grounded?				
Good housekeeping practiced?				
Oxygen and acetylene cylinders properly separated?				
Compressed gas cylinders secured properly?				
Flammables and paints in approved cabinet?				
Welding cable inspected and replaced if frayed?				
Welding screens utilized to protect students and employees?				
Adequate welding hoods available with proper shade of lens?				
Adequate ventilation provided?				
Adequate face shield, goggles provided?				
SHOPS - AUTOMOTIVE				
Asbestos vacuum or wet method used for brake work?				
Carbon monoxide vapors exhausted properly?				
Flammables stored in approved metal cabinet?				
Hydraulic hoists equipped with kick out finger?				
Dual hydraulic safety valve?				
Adequate jack stands?				
Proper disposal of waste oil?				
Shield provided on spin balancer - (tires)?				
Grinders equipped with eye shields, tool rests?				
Compressed gas cylinders properly secured?				
Greasy rags stored in metal container?				
Parts washed in approved vat?				
Adequate portable extinguishers?				
Proper material hoists provided (engine removal)?				
Floors kept dry, clean?				
Good housekeeping practiced?				
Eye wash provided (battery acid)?				

SHOPS - SPRAY BOOTHS				
Ventilation system operable?				
Filters clean and removable?				
Spray operation in separate room or booth?				
Proper handling of flammable thinners, lacquers?				
Explosion proof electrical provided?				
Adequate portable extinguishers?				
Sprinklers?				
Operation safe from ignition sources?				
SCIENCE ROOMS				
Adequate portable extinguisher, fire blankets?				
Eye washes, safety shower provided?				
Proper disposal of chemicals?				
Adequate goggles, safety glasses?				
Spill kits provided?				
Chemical storage cabinets provided, in use?				
Earthquake lips installed on chemical shelves?				
Science hood provided, operable?				
Gas shut off valves marked accessible?				
Automatic External Defibrillator				
CUSTODIAL/STORAGE ROOMS				
Ladders are in good repair?				
Shock hazard warning posted on aluminum ladders?				
Passages clear and unobstructed?				
Shelves are not overloaded?				
Room lights operable?				
Ammonia/bleach separated?				
Good housekeeping practiced?				
Flammable liquid stored in cabinets which are properly vented?				
Corrosive chemicals are stored at or below waist level?				
All containers are properly labeled?				