



# School Inspection Guidelines

Items and/or hazards to look for when conducting a school inspection.

## Classroom Hazards (General)

- Extension cords being used in place of permanent wiring.
- Electrical outlets – cracked or broken
- Frayed extension cord, or ground removed or not present.
- Fire exit poster displayed by exit.
- No combustibles to be placed on doors and frames - means of egress(exit).
- Items hung from light fixtures.
- Octopus – too many appliances on one outlet.
- Items being stored on top of cabinets - no high storage.
- Tiles on floor loose or broken – tripping hazard.
- Torn or loose carpet – tripping hazard.
- Floor ventilation grill in poor location – dangerous to high heels.
- Carpets – dust, mould, bacterial and cleaning fluid.

- Broken or discoloured ceiling tiles.
- Lack of ventilation – stuffy and foul smelling.
- Lack of storage facilities – paper, books, etc., piled on shelves that are overloaded.
- Makeshift shelves not secured to the wall.
- Fire exit not clearly marked – sign not posted.
- Blocked exit.
- Fire exit doors operational.
- Loose light fixture / loose or missing diffuser (lenses).
- Lighting adequate for tasks being performed.
- Projection screens and maps hung safely, not to be hung from light fixture, open hooks, wire or string.
- Chalkboard loose.
- Suspended ceiling grid sagging.
- Heat register vent blocked.
- Paper stored improperly.
- Sharp hooks in the wall.
- Desk top and corner – broken lamination.

- Controlled products improperly stored in the room (methanol) – not properly labeled.
- Room temperature doesn't fall within reasonable limits.
- Hazardous equipment improperly stored (i.e. X-acto knives, razor blades, scissors, glues, paper cutters).
- Lockers secured to walls.

## Hallways

- No combustibles to be placed on doors and frames - means of egress(exit).
- Hallway should be cleared of all items. No desks, chairs, plants etc. are to be placed in hallways or vestibules.
- Copy of Fire Safety and Emergency Evacuation Plan are to be posted in front exit near fire annunciator panel.
- No combustibles/papers to be posted on walls except on bulletin boards. • Exit doors - not blocked or chained.
- Stairwells - nothing is to be stored in stairwells.

## Storage Rooms

- These are the only rooms where safe high storage is permitted.
- Fire hazards - extension cords, gasoline, combustibles.
- Room should be neat, organized and accessible.

- Heavy items stored safely (on lower shelves).
- Boxes piled too high.
- Step stool or ladder supplied to reach items on higher shelves where required.
- MSDS sheets.

## Physical Education Hazards

- Basketball secured safely.
- Basketball net pulley system operates safely and is secure - children not to operate - to be inspected by Custodian semi annually.
- Proper storage of equipment (i.e. mats, box horse, balance beam, etc.).
- Loose wall hung equipment.
- Emergency lighting in the change rooms.
- Volleyball net poles stored safely.
- Electrical outlet protruding from the wall.
- Climbing apparatus ropes were frayed.

## Science Lab Classrooms

- Fire Extinguishers.
- Fire Blanket.
- Eyewash fountain or bottle.

- Sand bucket.
- Safety shield for teacher demonstrations.
- First Aid Supplies.
- Eye protective glasses, goggles or face shields.
- All equipment and glassware safely stored.
- All chemicals should be listed in an inventory and safely stored.
- All chemicals must be properly labeled
- There must be a Material Safety Data Sheet (MSDS) for all controlled substances
- Gas cylinders must be properly stored and secured
- Correct waste disposal procedures must be used
- There should be a container for broken glass
- Floors should be in good condition
- First Aid procedures
- The main gas shutoff valve should be clearly marked and accessible

## Technological Studies Classrooms

- Fire blanket.
- Fire extinguisher.

- Gas lines and valves clearly marked and accessible.
- Exit clear.
- Disconnect switches operational.
- Protective eyewear available and in good repair.
- Machines have proper guards.
- Controlled substances not labeled and incorrectly stored – MSDS Sheets.
- Tools, machinery and substances properly secured when not in use.
- Proper Housekeeping.
- Tripping hazards (i.e. tools extension cords, oil spills, floor drains). • Car exhaust vented to the outside.
- Welding equipment in good repair.
- Improper use of air hoses.
- Accumulation of wood dust.
- Welding fumes vented.
- UV radiation shielding from Arc welding.
- MSDS sheets.

## Art Classroom

- Cupboards secured to the wall safely.

- Proper storage and use of Paint – MSDS
- Guards on paper cutters.
- Kiln properly vented to the outside.
- Safety precautions posted.
- Equipment safely stored (i.e. knives, glass cutters etc.).
- Controlled substances properly labeled and stored – MSDS
- Vent systems operating efficiently and quietly.
- Lighting adequate.

## FAMILY STUDIES HAZARDS

- Safety equipment accessible and operative (i.e. extinguishers, fire blankets, etc).
- Instructions and warnings clearly posted.
- Potentially hazardous equipment safely stored (i.e. knives, scissors, food processors, etc).
- Area kept clean.
- Cleaning substances safely stored and away from foods.
- MSDS sheets.

## Library

- Exit clear

- Emergency exit signs operational.
- Rug badly worn – tripping hazards (i.e. extension cords, worn rugs).
- Ceiling tiles in good repair.
- Proper storage of audio visual equipment.
- Book racks stable.
- No high storage on top of shelving above 6'.
- Good housekeeping.

### Office

- Fire exits cleared.
- Rugs badly worn.
- Extension cords running across floors.
- Proper lighting.
- Filing cabinet doors closed.
- Electrical outlets overloaded.
- Delaminated desktops.
- Step ladders for access to storage rooms.
- Heavy boxes on bottom shelves.



- Fire extinguisher.
- First Aid Station clearly marked.
- First Aid Kit inventoried and updated at monthly inspections.

## Custodial Rooms

- Spray bottles properly marked (labeled).
- Proper lighting. • Housekeeping (General).
- Proper Storage of Equipment.
- Proper Storage of Ladders.
- Log books up to date.
- Secure Shelving.
- Heavy items stored on bottom shelves.
- Outside doors - proper signage.
- Instructions and warnings clearly posted.

## Boiler Room

- Blocked fire exits.
- Fire exits not clearly marked.
- Adequate lighting.

- Boiler room not used as storage.
- Emergency lighting.
- Updated boiler log-book where required for chemical treatment.
- Personal protective equipment for handling of boiler chemicals.
- Copy of MSDS sheets for boiler chemicals.
- Tripping hazards.
- All gas lines clearly marked.
- Fire extinguisher.
- Instructions and warnings clearly posted.
- Nothing to be stored in front of electrical panels.
- No combustibles to be stored around boilers hot water tanks or air handling units.