

## MIDDLE SCHOOL BUILDING CHECKLIST

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

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

<b>STAIRS AND STAIRWAYS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are stairs and stairways well lit?	x		
2. Are stairs free of clutter and trash that could create a slip/trip/fall condition?	x		
3. Are the stairs in good condition with no broken steps or damaged or excessively worn runners?	x		
4. For exterior steps are they covered with a non-slip coating or tread to prevent slips during wet or inclement weather?		x	
5. Are handrails installed securely and in good condition?	x		

## MIDDLE SCHOOL BUILDING CHECKLIST

6. For stairs and stair landings greater than 4 feet in height is a guardrail system in place? A guardrail consists of a top rail, mid-rail, and toe board to prevent falls from heights.	x		
---	---	--	--

<b>EXITS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are exits properly marked?	x		
2. Do all exit doors open outwards with the path of egress?	x		
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 the school is a fire code violation.		x	
4. Do all exit doors open freely and provide an unobstructed path to an outside public area?	x		
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.	x		

<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?	x		
2. Are electrical cords covered or secured to prevent a tripping hazard?	x		
3. Are file cabinets and desk drawers kept shut when not in use?	x		
4. Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?	x		

<b>CLASSROOMS:</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?	x		
2. Are floors free from cords, toys, books and other trip hazards?	x		
3. Are chairs, seats, and desks in good repair?	x		
4. Are windows free of breaks and cracks?		x	
5. Are closets and storage rooms clean and orderly?	x		
6. Is the room neat and clean? (Trash removed, no evidence of water intrusion, etc.)	x		

<b>RESTROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are floors clean and dry to prevent slips and falls?	x		

## MIDDLE SCHOOL BUILDING CHECKLIST

2. Are commodes, urinals, and sinks, secured firmly to the wall or floor as designed?	x		
3. Is the restroom well lit?	x		
4. Are the restrooms maintained clean and sanitary?	x		
<b>GYMNASIUMS:</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.		x	
2. Are lights protected from glass breakage?	x		
3. Is the floor in good condition?	x		
4. Are all exits properly marked and maintained?	x		
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.)?		x	
6. Are locker rooms and shower facilities kept clean and free of standing water?	x		

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

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

<b>BOILER AND MECHANICAL ROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the doors shut and locked when not in use?	x		
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?	x		
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.)	x		

## MIDDLE SCHOOL BUILDING CHECKLIST

4. Are the floors free of standing water or liquids?	x		
5. Are electrical panels and breaker boxes clear of obstructions?	x		
6. Do electrical junction boxes, switches and receptacles have proper covers in place?	x		

### COMMENTS? PLEASE WRITE THEM BELOW:

Exterior steps- we are working on pricing for replacement.  
New Loading Door- Floor mat needed  
VCT in hallways- Cracking on expansion joints  
Windows- Old crank wood windows

## MIDDLE SCHOOL BUILDING CHECKLIST



Process:

- Identified an issue
- Reported the issue
- Resolved the issue
- Followed up on the issue to ensure it works

## MIDDLE SCHOOL BUILDING CHECKLIST