

# ELEMENTARY / HIGH SCHOOL INSPECTION CHECKLIST

## GENERAL INFORMATION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

### Building Exterior & Grounds

- Yes  No — Exterior walls, roofs, and windows are structurally sound
- Yes  No — Entrances and exits are clearly marked and unobstructed
- Yes  No — Walkways, stairs, and ramps are safe and well maintained
- Yes  No — Playgrounds and outdoor areas are free from hazards

### Classrooms & Learning Areas

- Yes  No — Floors, walls, and ceilings are clean and undamaged
- Yes  No — Desks, chairs, and furniture are stable and in good condition
- Yes  No — Lighting is adequate for learning activities
- Yes  No — Electrical outlets and cords are safe and secured

### Hallways & Common Areas

- Yes  No — Corridors are clear of obstructions
- Yes  No — Lockers and storage areas are secure and undamaged
- Yes  No — Stairwells have secure handrails and non-slip surfaces
- Yes  No — Signage is visible and legible

## **Restrooms & Sanitation**

- Yes  No — Toilets and sinks are functional and clean
- Yes  No — Soap, paper towels, and supplies are stocked
- Yes  No — Floors are dry and slip-resistant
- Yes  No — No plumbing leaks or odors present

## **Cafeteria & Food Service Areas**

- Yes  No — Food preparation areas are clean and sanitary
- Yes  No — Refrigeration and storage areas are organized and safe
- Yes  No — Waste is properly disposed of
- Yes  No — Handwashing stations are available and functional

## **Fire Safety & Emergency Preparedness**

- Yes  No — Fire alarms and detection systems are operational
- Yes  No — Fire extinguishers are accessible and inspected
- Yes  No — Emergency exits are clearly marked
- Yes  No — Evacuation plans are posted and current

## **Security & Access Control**

- Yes  No — Doors and locks function properly
- Yes  No — Visitor access procedures are enforced
- Yes  No — Surveillance systems are operational
- Yes  No — Staff are trained in emergency response procedures

## Health & Safety

- Yes  No — First aid kits are available and stocked
- Yes  No — Hazardous materials are stored securely
- Yes  No — Ventilation systems operate properly
- Yes  No — No visible safety hazards present

## FINAL NOTES

Inspector Comments:

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Inspector Name: \_\_\_\_\_

Inspector Email: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

I confirm this inspection was completed accurately

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