

SAFETY INSPECTION CHECKLIST

Childcare/ Preschool

(Reports due to Risk Management in the months of September, December, March & June)

School Site _____ Date _____

Person Conducting Inspection _____ Quarter (1st, 2nd, 3rd, 4th) _____

Site Administrator: _____ Site Administrator's Signature: _____

This checklist is intended to use as a guide to look for unsafe conditions. S= Satisfactory, U= Unsatisfactory, N/A= Not Applicable, PP= Principal Priority, and WO#= Work Order Number

PLAYGROUND EQUIPMENT

	S	U	N/A	PP	WO#
Swing sets securely anchored					
Swing set seats, chains & hooks in safe condition ("S" hooks – closed @ both ends, worn thin, etc.)					
Backstop fencing in safe condition					
Slide ladder secure					
Slides free of cracks and sharp edges					
Climbing apparatus free of sharp edges					
Adequate cushioning material under all equipment					
Chains on any other apparatus such as ring sets & climbers, paying particular attention to the end links & other points of pivot or wear					
Bolts & other fasteners for all connecting points on assembled equipment being sure that bolts are not too long & extend into the playing area					
Wood equipment: no dry rot deterioration or splinters					
Volleyball/Tetherball posts painted yellow or reflective tape					
Basketball hoops free of sharp edges; no chain nets					

CLASSROOMS/OFFICE

	S	U	N/A	PP	WO#
Exits properly marked and unobstructed					
Doors, including panic devices, operating properly					
Exit lights (working & in good condition)					
Emergency lighting system operating properly					
All bookcases over 48" properly anchored					
Stairs, ramps, floors, and aisles are kept clear and dry					
Floors free of material defects					
Curtains labeled as fire retardant or certified of fire retardant/resistant and kept on file					
Overhead TV & Portable carts properly secured					
Paper postings & decoration must be less than 50% of wall space & not block fire sprinkler spray path					
Evacuation Maps posted in classrooms					
Cleaning Supplies removed from classroom & properly locked					
Stored items have 24" clearance from ceiling if no sprinklers; 18" if there is sprinklers					
Upholstered furniture (classroom sofas) must be labeled as fire retardant/resistant or certified of fire retardant/resistant and kept on file					
Backpacks not blocking aisles or exits					
Ceiling tiles free from damage/cracks					
Availability of MSDS (Material Safety Data Sheets)					
Extension cords not permitted as permanent wiring					
Silk plants flame retardant "Rugs and draperies are documented as Fire Retardant Treated"					

MISCELLANEOUS

S U N/A PP WO#

All fire extinguishers properly maintained/charged/tagged & unobstructed					
First aid kits properly stocked					
Hallway exits properly marked					
Access to electrical, gas and water shutoffs unobstructed					
Are electrical, gas and water shut off valve locations posted					
Storage of Hazardous Material Chemicals and flammable solvents properly labeled and locked					
Student medicine stored in locked cupboard					
Protective covers on light fixtures free from damage/crack					
Vertically stored items secured					
Extension cords not permitted as permanent wiring					
Heavy items stored on lower shelves in storage room (not above shoulder height).					

Describe any unsafe conditions not listed above.

What are you doing in the interim?
