

SITE FACILITIES ANNUAL INSPECTION CHECKLIST

School District/County Office _____

Educational Site _____

Review Date _____

Date Submitted to District Office _____

Site Administrator's Signature _____

Introduction: This *Site Facilities Annual Inspection Checklist* has been developed pursuant to ensure that district facilities are maintained in good repair. In addition to satisfying the annual inspection requirement of SB 550, this checklist will assist the district in accomplishing the following tasks: (1) identifying necessary repairs, (2) serving as a safety checklist, (3) planning and budgeting for necessary maintenance, and (4) providing the information necessary to prepare a *Five-Year Deferred Maintenance Plan*.

Directions: Please provide information for your site related to each of the items shown below. If the item does not need any attention, check "satisfactory" and, if it needs to be addressed, check "unsatisfactory." List the building or specific area being evaluated. Assign a priority number of 1 – 5 with "1" representing the items to be addressed the next fiscal year, "2" the following fiscal year, etc. Be very realistic when assigning the priorities. The district office staff will review and revise priorities based on the amount of funding available and/or the urgency of the repair. If a work request has already been completed, check the "yes" box. Make any comments you wish that will clarify the item. The repair costs will be determined by other appropriate district staff.

Item	Satisfactory	Unsatisfactory	N/A	Building Name/Classroom # (Attach a current fire drill map that shows the building numbers/names as referred to in this section.)	Repair Priority (1 - 5)	Work Request Previously Submitted		Comments	Estimated Cost (to be completed by District office)
						Yes	No		
PART I: GAS LEAKS									
a. Gas odors									
b. Broken pipes									
c. Other									
PART II: MECHANICAL SYSTEMS									
a. Heating system									
b. Ventilation									
c. Ventilation units unobstructed									
d. Air conditioning									

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						Yes	No		
e. Mechanical areas neat and clean									
f. Switches, valves and electrical panels unobstructed									
g. Required inspection logs maintained									
h. Other									
PART III: WINDOWS/DOORS/GATES (INTERIOR & EXTERIOR)									
a. Broken or missing windows									
b. Doors broken or missing									
c. Gates broken or missing									
d. Holes in fencing									
e. Locks and other security hardware									
f. Other									
PART IV: INTERIOR SURFACES (WALLS, FLOORS & CEILINGS)									
a. Walls are free of hazards from tears, holes & water damage									
b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes, water damage and accumulated refuse									

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						Yes	No		
c. Ceiling is free of hazards from missing ceiling tiles, holes and water damage									
d. Interior surfaces are free of mildew or mold odor and visual mold									
e. Other									
PART V: HAZARDOUS MATERIALS (INTERIOR & EXTERIOR)									
a. Peeling, chipping or cracking paint									
b. Damaged tiles or other circumstances that may indicate asbestos exposure									
c. Indications of mold such as odor									
d. Hazardous chemicals and flammable materials labeled and stored properly									
e. Cleaning materials and other hazardous chemicals district approved									
f. Other									
Part VI: STRUCTURAL DAMAGE									
a. Severe cracks									
b. Sagging ceilings and floors									

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						Yes	No		
c. Missing posts or seams									
d. Dry rot/mold in structural components									
e. Other									
PART VII: FIRE SAFETY									
a. Missing or damaged sprinkler heads									
b. Emergency alarms are functional									
c. Missing or out of date fire extinguishers									
d. Monthly fire drill records available									
e. Combustible materials stored away from heat									
f. Other									
PART VIII: ELECTRICAL (INTERIOR & EXTERIOR)									
a. No evidence of an existing power failure									
b. Exposed electrical wires									
c. Outlets, switch plates, junction boxes and fixtures are covered and working properly									
d. Electrical equipment is properly covered and guarded									
e. Lighting is adequate									
f. Lighting is not flickering									
g. Other									

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PART IX: PEST/VERMIN INFESTATION									
a. Walls, floors or ceilings do not have holes									
b. Rodent droppings									
c. Odor caused by a pest or vermin									
d. Other									
PART X: DRINKING FOUNTAINS (INSIDE & OUTSIDE)									
a. Drinking fountains are accessible									
b. Water pressure									
c. Leaks									
D. Moss or mold									
e. Water is clear and tasteless									
f. Other									
PART XI: RESTROOMS									
a. Maintained and cleaned regularly									
b. Fully operational									
c. Stocked with toilet paper, soap and paper towels									
d. Open during school hours									
e. Other									

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PART XII: SEWER									
a. Signs of flooding in the facilities or on the school grounds									
b. Odors									
c. Other									
PART XIII: PLAYGROUND									
Playgrounds are frequently checked for:									
a. Proper protective surfacing									
b. Protrusion and entanglement hazards									
c. Head or body entanglements (no openings between 3.5" and 9")									
d. Trip hazards									
e. Adequate supervision									
f. Maintenance of hardware, wood, metal, and plastics									
g. Pinch, crush, shearing and sharp edge hazards									
h. Guardrails in place and in good condition									
i. Other									
PART XIV: ASPHALT/PAVING									
a. Significant cracks									
b. Chipping and deterioration									

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						Yes	No		
c. Other									
PART XV: SITE EXTERIOR (GENERAL)									
a. Appropriate signage posted									
b. Pavement and other walking surfaces smooth, level, and free of trip or slip hazards									
c. Parking lots properly lighted and free of hazards									
d. Exterior lighting adequate									
e. Utility shutoffs available, unobstructed, and employees trained to respond									
f. Equipment and tools maintained outside in good working order with safeguards in place									
g. Playground free of rodent holes									
h. Other									

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						Yes	No		
PART XVI: SITE INTERIOR (GENERAL)									
a. Emergency lighting units including exit signs are provided, functional and maintained in assembly areas									
b. Exits unobstructed and safe egress available									
c. Bookcases and other storage units secured for earthquakes									
d. Equipment and tools in good working order with safeguards in place									
e. Emergency communications in place									
f. Extension cords safe									
g. Filters, screens, fans changed and cleaned regularly									
h. Other									