



Northern California Regional Liability Excess Fund JPA

SAMPLE SAFETY INSPECTION CHECKLIST

This checklist is intended only as a guide. Customized checklists should be developed for each site and specific location. Look for other unsafe conditions and report them so corrective action can be taken. S= Satisfactory and U= Unsatisfactory

PLAYGROUND EQUIPMENT (Suggested Minimum Frequency - Weekly)		S	U
1.	Swing sets securely anchored		
2.	Swing set seats, chains & hooks in safe condition		
3.	Backstops securely anchored		
4.	Backstop fencing in safe condition		
5.	Slide ladder secure		
6.	Slides free of cracks and sharp edges		
7.	Slides securely anchored		
8.	Climbing apparatus securely anchored		
9.	Climbing apparatus free of sharp edges		
10.	Cushioning material under all equipment		

ATHLETIC FACILITY (Suggested Minimum Frequency - Weekly)		S	U
11.	Weights and equipment properly racked and stored		
12.	Cables on apparatus securely attached and in good condition		
13.	Gymnastics equipment in good condition		
14.	Basketball hoops free of sharp edges		

GROUNDS & FIELDS (Suggested Minimum Frequency - Weekly)		S	U
15.	Blacktop & sidewalks free of holes or cracks		
16.	No dirt or water flowing on sidewalk		
17.	Area free of debris and broken glass		
18.	Shrubs and trees -- no branches hanging over walkways		
19.	Fencing free of sharp corners and edges		
20.	Field is level, free of holes and foreign objects		
21.	Sprinklers in proper repair and not protruding		

ADJACENT PROPERTIES (Suggested Minimum Frequency - Weekly)		S	U
22.	Adjacent vegetation not a fire or intruder concealment hazard		
23.	Adjacent water channels free of debris that could block drainage		
24.	Animals in adjacent property adequately contained and controlled		



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SAMPLE SAFETY INSPECTION CHECKLIST (continued)

AUDITORIUM & GYMNASIUM (Suggested Minimum Frequency - Weekly)		S	U
25.	Stairs, ramps, floors and aisles are kept clean and dry		
26.	Floors free of tripping hazards		
27.	Seats free of splinters, torn upholstery, or loose hardware		
28.	Bleacher seats and steps tight and in good condition		
29.	Stage rigging, ropes, blocks and tackles are in good repair		
30.	Stairs are equipped with treads and handrails		

INDUSTRIAL ARTS (Suggested Minimum Frequency - Weekly)		S	U
31.	All materials safely racked or stored		
32.	Floors clean, and free from tripping/slipping hazards		
33.	Extension cords and cables secured		
34.	Oily rags kept in closed metal containers		
35.	Guards provided on machinery		
36.	Ladders maintained in good condition		
37.	Grinding wheels have guards/shields; tool rests adjusted		

SWIMMING POOL (Suggested Minimum Frequency - Weekly)		S	U
38.	Pool ladders anchored and free of rust and corrosion		
39.	Diving board platforms free of signs of excessive wear		
40.	Diving board platforms covered with non-skid material		
41.	All surfaces free of cracks and foreign matter		

MISCELLANEOUS (Suggested Minimum Frequency - Weekly)		Yes	No
42.	Have fire extinguishers been properly maintained/charged?		
43.	Are First Aid kits properly stocked?		
44.	Are hallway exits properly marked?		
45.	Is access to electrical, gas & water shut off unobstructed?		
46.	Are electrical, gas & water shut off valve locations posted?		

COMMENTS (Describe unsafe conditions not listed above)



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	Yes	No
Have work orders been issued for correction of "Unsatisfactory" conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Provide work order number(s):		

Inspected by _____ **Date** _____