

SCHOOL DISTRICT 52 MONTHLY BUILDING INSPECTION FORM

Building: _____ **Inspectors:** _____ **Date:** _____

OK	Not ok	Description	Comments/Action(s)
		Electric cord attached to building surface or run through door/ceiling/wall.	
		Electric cord frayed, cut, or damaged.	
		Ground pin missing from cord.	
		Exposed live electrical parts.	
		Storage within 3' of electric panels.	
		Circuit breakers/disconnects labeled.	
		Boiler/electrical rooms free of storage materials	
		Aisles and passageways clear	
		Ladders secured, no damage	
		Fire extinguishers blocked/obscured.	
		Fire extinguishers full, hoses undamaged	
		Exit doors blocked/locked.	
		Exit signs/arrows in place and visible.	
		Emergency evacuation lights working/tested.	
		Storage >5' w/o stepstool or ladder.	
		Storage not within 18" of sprinkler heads.	
		Storage not within 3' of heater/heat source.	
		Storage aisles <28" wide and clear	
		Storage stacks lean/unstable.	
		Compressed gas capped/chained	
		Flammables stored in containers/cabinets.	
		Waste removed on regular basis	
		Chemicals labeled with name/hazards.	
		Material Safety Data Sheets available.	
		Emergency eyewash tested weekly.	
		Housekeeping up to standards.	
		Wet/slippery floors marked/corrected.	
		Trip hazards in floor, stairs, sidewalks etc	
		First-aid kit available.	
		Burned out or missing light bulbs.	
		Emergency instructions posted and up-to-date	
		Equipment guards in place.	
		Guardrails/stair-rails in place as required	
		PPE provided and properly used.	
		Other:	
		Other:	