

Pleasant Valley School District  
Workplace Safety Committee

# Building Inspection Form

## General Building Areas

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

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

Completed by: \_\_\_\_\_

1. Ice and snow are removed promptly from sidewalks, parking lots, bus loading zones, entrances and exits.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

2. All walkways and bus loading areas are marked where appropriate.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

3. All spills are cleaned up immediately and "Wet Floor" signs are used.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

4. Walking surfaces that are regularly wet or slippery have non-slip surfacing materials.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

5. Steps and stairs are provided with a non-slip tread surface.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

6. Holes, uneven areas in floors and sidewalks are repaired or protected by a barrier.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

7. Standard guardrails are provided wherever aisle or walkway surfaces are elevated.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

8. All exits are marked with EXIT signs.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

9. Exit signs are illuminated by a reliable light source.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

10. Directions to exits, when not apparent, are marked with visible signs.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

11. All emergency lighting is wired into the building's electrical system and provided with battery backup.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

*Safety is No Accident*

12. Doors, passageways or stairways that are neither exits  YES  NO Date of Action: \_\_\_\_\_  
or access to exits, and which could be mistaken for exits,  
are appropriately marked (e.g. "Not an Exit".)

Comment: \_\_\_\_\_

13. Exit signs are provided with the word "EXIT" in lettering  YES  NO Date of Action: \_\_\_\_\_  
at least 5 inches high and the stroke of the lettering is at  
least 1/2 inch wide.

Comment: \_\_\_\_\_

14. All exits are kept free of obstructions.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

15. Exit doors can be opened from the direction of the exit  YES  NO Date of Action: \_\_\_\_\_  
travel without the use of a key or special knowledge or  
effort when the building is occupied.

Comment: \_\_\_\_\_

16. Large glass doors and side lights are shatterproof or  YES  NO Date of Action: \_\_\_\_\_  
safety glass.

Comment: \_\_\_\_\_

17. Vending machines are secured to prevent tip over and  YES  NO Date of Action: \_\_\_\_\_  
"rocking."

Comment: \_\_\_\_\_

18. Extension cords have a grounded conductor.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

19. Multiple plug adapters are prohibited.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

20. Electrical wiring and cords with frayed or deteriorated  YES  NO Date of Action: \_\_\_\_\_  
insulation are replaced.

Comment: \_\_\_\_\_

21. In damp or wet locations, ground fault circuit interrupters  YES  NO Date of Action: \_\_\_\_\_  
(GFI) are used.

Comment: \_\_\_\_\_

22. Sprinkler heads are protected from physical damage.  YES  NO Date of Action: \_\_\_\_\_

Comment: \_\_\_\_\_

23. Eighteen (18) inch clearance is maintained below  YES  NO Date of Action: \_\_\_\_\_  
sprinkler heads.

Comment: \_\_\_\_\_

24. Portable extinguishers are adequate in number and  YES  NO Date of Action: \_\_\_\_\_  
type.

Comment: \_\_\_\_\_

