Facility Inspection Checklist for Principals

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Introduction

From a Facilities standpoint, “Williams Legislation” requires that all schools be kept in “Good Repair” in addition to being “clean, safe, and functional.” This toolkit was developed specifically for the schools that are inspected as part of the Williams Legislation; however it does contain information that is applicable to all schools so that you can be in compliance with the Legislation.

The following pages include our recommendations for good repair and some specifics on what a Williams Facility Inspector is looking for in each space of a school.

RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR

The information below will assist everyone, including teachers and school administrators, in checking for good repair of facilities at their own schools. This list identifies examples of potential deficiencies, and it provides tips for checking for good repair.

We recommend that the list be provided to staff, periodically, during the course of the academic year and specifically prior to any facilities safety inspection or Williams Facility visit.

Examples of deficiencies and tips include, but are not limited to, the following:

FOR TEACHERS –

Maintain overall cleanliness and safety in the classroom:

- Do not store ANY items on top of cabinets or tall bookcases.
- Maintain clear exit aisles. Relocate furniture if necessary.
- Keep all exit doors clear.
- Keep all emergency exits clear and have them properly labeled. This includes relocating all tables, filing cabinets, and bookcases from in front of emergency exits. The only exception is built-in cabinetry or short bookcases which are secured to the wall and would not fall over in the event of an earthquake.
Maintenance

Report deficiencies found within your classroom or school premises to appropriate custodial staff or administrators. Examples of deficiencies include, but are not limited to, the following:

- Broken pipes or odor from gas leaks
- Inoperable or flickering lights
- Inoperable electrical outlets
- Inoperable mechanical systems
- Dirty/dusty vents and grills in ventilation unit
- Sewer odors
- Animal odors
- Excessive peeling or chipping paint
- Broken or missing ceiling tiles
- Damaged flooring that represents a tripping hazard
- Broken glass/windows
- Doors and gates that are not functioning and pose a security threat
- Evidence of pest or vermin infestation
- Evidence of mold
- Roof leaks
- Graffiti

FOR PRINCIPAL/SITE ADMINISTRATIVE STAFF:

Ensure that the Uniform Complaint Procedure is posted in every classroom.

Make sure that the Uniform Complaint Procedure Complaint Form is accessible in the school front office.

Maintain overall campus and common areas:

- Keep waste containers emptied and trash containers closed and secured.
- Properly clean lavatory facilities and keep them stocked with restroom supplies.
- Keep all drinking fountains clean.
- Remove broken glass.
- Store cleaning materials in proper storage location.
Assist teachers in maintaining classroom environment:
  o Provide help to teachers in relocating furniture to clear exit aisles and emergency exits.
  o Replace non-operating ballasts or light fixtures.
  o Clean dirty/dusty air supply vents and grills in classroom and offices.
  o Regularly review these Recommendations for Maintaining Good Repair at staff meetings.

Report fire extinguishers that are out-of-date or have missing pins or tags.

Report critical issues, in writing, to district Maintenance & Operations Department such as:
  o Ventilation units that are inoperable, or generating excessive noise or vibrations
  o Roof leaks
  o Major pest or vermin infestations
  o Damaged ramps
  o Damaged or inoperable windows/doors/gates
  o Structural damage observed in ceiling, walls, and floors
  o Gas leaks
  o Electrical power failure
  o Sewer problems
  o Damaged or inoperable emergency alarms/fire suppression systems
What We Look for in Classrooms

Ceilings
- Free of hazards
- No evidence of water damage

Walls
- No broken glass on windows or doors
- Doors are functional and not blocked

Floors
- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

Sinks/Fountains
- Operate every toilet, faucet, hand dryer, and drinking fountain
- Check that pressure is adequate
- Not a slip hazard
- Not leaking
- No mold, etc.

Hazardous Materials
- Climate Comfort
- Paint is not peeling or chipping (doors)
- Free of mold/mildew
- Substances labeled “keep out of the reach of children” are kept out of the reach of children
- Chemicals under the sink should be cited as a deficiency only 3 times in a report; additional rooms should be written with an *, but not a “D”

Storage Issues
- Overhead
- Clutter

Electrical
- Identify what is blocking electrical panel
- No exposed wires
- Covered outlets
- Extension Cords – not trip hazards
- Surge Protector – not piggy-backed
- Electrical items such as microwave, etc. must be plugged into the wall outlet
- Clearance for electrical panels is minimum 3’ but may be 6’; there isn’t a clearance requirement for low voltage panels

Fire Extinguishers
- Current (one year from maintenance date) and placed in all required areas
- Identify what is blocking a fire extinguisher

UCP Postings
- Posted where parents and students can see and in languages required
What We Look for in a Lab

**Ceilings**
- Free of hazards
- No evidence of water damage

**Walls**
- No broken glass on windows or doors
- Doors are functional and not blocked

**Floors**
- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

**Sinks/Fountains**
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**UCP Postings**
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What We Look for in a Restroom

**Ceilings**
- Free of hazards
- No evidence of water damage

**Walls**
- No broken glass on windows or doors
- Doors are functional and not blocked

**Floors**
- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

**Sinks/Fountains**
- Operate every toilet, faucet, hand dryer, and drinking fountain
- Check that pressure is adequate
- Not a slip hazard
- Not leaking
- No mold, etc.

**Supplies**
- Soap, Toilet Paper, Towels

**Overall Cleanliness**
- Free of accumulated dirt, trash, etc.
- Nothing stacked high/insecurely
What We Look for in an Auditorium

Ceilings
- Free of hazards
- No evidence of water damage

Walls
- No broken glass on windows or doors
- Doors are functional and not blocked

Floors
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Exit Signs
- Lit and functioning
What We Look for in a Shop

Ceilings
- Free of hazards
- No evidence of water damage

Walls
- No broken glass on windows or doors
- Doors are functional and not blocked

Floors
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Lockers/Benches

Attached Showers/Restrooms

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Lockers/Benches

Attached Showers/Restrooms
What We Look for in a Locker Room

**Ceilings**
- Free of hazards
- No evidence of water damage

**Walls**
- No broken glass on windows or doors
- Doors are functional and not blocked

**Floors**
- Free of hazards
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**Hazardous Materials**
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**Storage Issues**
- Overhead
- Clutter

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**Lockers/Benches**

**Attached Showers/Restrooms**

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**Lockers/Benches**

**Attached Showers/Restrooms**
Electrical Panels Deficiencies
Outlet Deficiencies
Ground Deficiencies
Door Deficiencies
Ceiling Deficiencies
Other Deficiencies