

**Brownsville Independent School District  
Elementary School Exposure Assessment Checklist**

School Name: _____ Date: _____	INPLACE YES/NO N/A	Remarks:	Maintenance Request Number:	Pg. 1 Complete Date:
<b>School Inspections</b>				
Your Name: _____				
1. Teachers Lounge/Personnel Eating Areas:				
• Microwave & signs				
• Sharps/Knives locked				
• Food Pantry		(clean)		
• Refrigerator		(clean)		
• Exposed Foods		(disposed of)		
• Chemical Storage		(orderly & all chemicals should be stored below paper goods)		
• Electrical Cords		(should not be used as permanent wiring)		
• Electrical Room		(orderly & 36" radial distance of clearance from electric panel)		
• Mechanical Room		(clean and orderly)		
• Storage Room		(orderly)		
• Ground Fault Interrupters (GFI)		(within 6' feet of all showers, lavatories, and water basins)		
• Fire Extinguisher & Signs		(accessible & visible)		
• Housekeeping		(orderly)		
Comments: _____				
2. Cafeteria:				
• ADA Stage Lift		(clear and in working order, inspected annually)		
• Mechanical Room		(orderly)		
• Electric Room		(missing breakers need to be covered)		
• Fire Extinguisher & Signs		(visible and accessible)		
• Stage Receptacle Plugs				
• Stage Exits Lights/Clear				
Comments: _____				

3. Library:				
• Shelving Stable				
• Extension Cords		(temporary use only)		
• Storage Room		(orderly)		
• Mechanical/Electrical Room		(orderly)		
• Media/Work Room		(orderly)		
• TV Carts with Straps				
• Library Lounge		(orderly)		
• Extinguisher & Sign				
• Housekeeping				

Comments:

4. Nurses Station:

• Electrical Receptacles		(GFI within 6' of sink)		
• Storage Closet		(orderly)		
• Extinguisher & Sign				

Comments:

5. Gymnasium:

• Coaches Office Orderly				
• Equipment Room Orderly				
• Storage Room Orderly		(in order)		
• Extinguisher & Sign				
• Pullout Bleachers		(functional and inspected annually)		
• Electrical Receptacles		(no exposed areas)		
• Mechanical Room Orderly				
• Electrical Room Orderly				
• Exit Signs		(functional)		
• Lights/Fans Shielded				
• Goals Padded				
• Soda Vending Machines				
		(not allowed in fall zones)		

Comments:

6. Custodial Rooms:				
• Ladders-Use, Storage, Inspection		(properly stored)		
• Kept Locked				
• Extinguisher & Sign				
• Locking Electrical Tools		(no longer to be used)		
• Knowledge Of Material Safety Data Sheets/Secondary Containers		(ask custodian if she/he is aware of)		
• Knowledge Of Asbestos O & M Manual		(ask custodian if she/he is aware of)		
• Knowledge Of Bloodborne Pathogen Program		(ask custodian if she/he is aware of)		
• Electrical Panel Box Clearance		(36 inches radial clearance)		
• Manual Tools				
• Electrical Tools/Extension Cords		(in good condition, cords not frayed or cut)		
• Water/Oil Base Paints		(oil base must be stored with flammables outside)		
• Aerosols/Flammables		(large volumes must be stored with flammables)		
• Housekeeping Orderly				
Comments:				
7. Portable and Building Classrooms:				
• Handrails		(on portable building entrances)		
• Landscape/Grounds Pipe Protrusions		(prune back dangerous pointed landscaping/paint dangerous protrusion red or yellow)		
• Single Release Latch		(or panic bar)		
• Ceiling Tile		(missing or broken)		
• Floor Tiles		(missing or broken)		
• Air Conditioner/Heating System		(working)		
• Sinks		(orderly atop and below)		
• Windows		(functional)		
• Internal/External Electrical Panels/Wiring Boxes		(locked and no missing breakers)		
• Communication Wiring		(adequately elevated)		
Comments:				
8. Bookrooms:				
• Orderly and Good Housekeeping				

• Proper Stacking Heights				
• Clear Aisles				
• Fire Sprinkler Head		(nothing stacked within 18" of ceiling lighting and sprinkler head)		
Comments:				
9. Parking Areas:				
• Entrance/Exit		(visibly marked)		
• Adequate Striping		(visibly marked)		
• No Parking Zones		(painted and labeled)		
• Lighting Issues		(adequate)		
• Bus Pickup/Discharge		(visibly marked)		
• American Disabled Act		(adequate parking, signs, and ramps)		
Comments:				

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