

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

School Name: _____ Date: _____	INPLACE YES/NO N/A	Remarks:	Maintenance Request Number:	Pg. 1 Complete Date:
School Inspections				
Your Name: _____				
1. Teachers Lounge/Personnel Eating Areas:				
• Microwave & signs				
• Sharps/Knives locked				
• Food Pantry		(clean)		
• Refrigerator		(clean)		
• Exposed Foods		(dispose 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				
• Ground Fault Interrupters (GFI)		(within 6' feet of all showers, lavatories, and water basins)		
• Fire Extinguisher & Signs				
• Housekeeping				
2. Cafeteria:				
• ADA Stage Lift		(clear and in proper working order, inspected annually)		
• Mechanical Room		(orderly)		
• Electric Room		(orderly & missing breakers need to be covered)		
• Fire Extinguisher & Signs				
Comments:				
3. Library:				
• Shelving		(stable)		
• Extension Cords		(properly used)		

• Exit Lights On				
• Storage Room		(orderly)		
• Mechanical Room		(orderly)		
• Electrical Room		(orderly)		
• Media Room		(orderly)		
• Library Lounge		(orderly)		
• Extinguisher & Sign				
• Housekeeping				

Comments:

4. Nurses Station:

• Dirty Sharps Container		(must be kept locked)		
• Clean Sharps		(must be kept locked)		
• Medications		(kept locked)		
• Serums Refrigerated		(separately from foods)		
• Bio-Hazard Materials				
• Electrical Receptacles		(GFCI within 6' of sink)		
• Storage Closet		(orderly)		
• Extinguisher & Sign				

Comments:

5. Gymnasium:

• Coaches Offices		(orderly)		
• Equipment Room		(orderly)		
• Lighting Guarded		(orderly)		
• Storage Room		(orderly)		
• Extinguisher & Sign				
• Bleachers		(annual inspection)		
• Electrical Receptacles		(no exposed areas)		
• Mechanical Room		(orderly)		
• Electrical Room		(orderly)		
• Exit Signs		(functional)		

• Goals Padded				
• Soda Vending Machines		(not allowed in fall zones)		
Comments:				
7. 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				
• Knowledge Of Bloodborne Pathogen Program		(ask custodian if she/he is aware of)		
• Electrical Panel Box Clearance		(36 inches radial clearance)		
• Manual Tools		(no machetes allowed)		
• 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				
Comments:				
8. Portable and Building Classrooms:				
• Handrails		(on portable building entrances)		
• Landscape/Grounds Pipe Protrusions		(prune back dangerous, pointed landscaping/ paint dangerous protrusions red or yellow)		
• Single Release Latch		(or panic bar)		
• Ceiling Tile		(missing or broken)		
• Floor Tiles		(missing or broken)		
• Air Conditioner/Heating System				
• Chalkboard		(non-asbestos)		
• Sinks		(orderly atop and below)		
• Windows		(functional)		
• Internal/External Electrical Panels/Wiring		(locked and no missing breakers)		

• Communication Wiring				
• Secondary Exit Clear and Marked		(not required in portables with less than 55' diagonal measure)		
Comments:				

9. Science Rooms				
• Adequate PPE for students		(goggles, aprons and gloves in place)		
• Emergency wash stations		(inspected and documented monthly in place)		
• Extinguisher and signage		(in place)		
• Chemical prep rooms orderly		(no microwaves, coffee pots, personal refrigerators or food)		
• Material Safety Data Sheets		(quickly accessible and in place)		
• Chemical Hoods		(in working condition)		
• Emergency shutoffs		(for gas, water and electricity quickly accessible and in place)		
• GFCI within 6' of water source				
• All electrical panels have 36" clearance				
Comments:				

10. Industrial Arts:				
• Safety Glasses		(adequate per student usage)		
• Fire Extinguisher & Sign		(visible and accessible)		
• Fire Blanket		(accessible)		
• Tool Inspection Program				
• Machine Guards				
• Cords & Extension Cords		(in good condition)		
• Tool Storage		(tools in place)		
• Tripping Hazards		(picked up)		
• Chemical Storage		(proper cabinets and MSDS Log)		
• Material Storage		(orderly)		
• Adequate Ventilation				
• Oxygen/Acetylene Storage		(gloves, shields, back-flash arrestors)		
• Welding		(gloves, shields)		

Comments: (all table or pedestal equipment must be fixed/bolted to floor or bench surface)				
11. Band/Choir:				
• Offices		(orderly)		
• Instrument Cabinets		(secured, stable, and orderly)		

• Standing and Sitting Risers		(functional condition)		
• Piano Dollies		(dollies must be in place)		
• Brown Standing Risers		(must be replaced)		
• Sheet Music Stands		(properly stored)		

Comments:

12. Food Production Management Class:

• Hood Extinguishing System		(nozzles caps in place)		
• Food Storage		(separate from chemicals)		
• Chemical Storage		(separate from foods)		
• Fire Sprinkler Head		(nothing stacked within 18" of ceiling lighting and sprinkler head)		
• Extinguisher		(sign & accessible)		
• Refrigerators		(clean and no expired or open containers)		
• Stove Tops		(clean)		
• Ovens		(clean)		
• Classroom Housekeeping		(proper and orderly regarding housekeeping)		
• Dryer		(functional)		
• Washer		(functional)		
• Microwave and Sign		(in place)		
• Utensils		(properly stored separately)		
• Flammables		(chafing heaters stored)		
• GFCI's		(within 6 feet of sinks and lavatories)		

Comments: (check all cords to all equipment)

13. Parking Areas:

• Entrance/ Exit		(visibly marked)		
• Adequate Striping		(visibly marked)		
• No Parking Zones		(visibly marked)		
• Lighting		(adequate)		
• Bus Pickup/Discharge		(visibly marked)		
• American Disabled Act		(adequate parking, signs, and ramps)		

Comments:

14. Bookrooms:

• Orderly and Good Housekeeping				
• Proper Stacking Heights				

• Clear Aisles				
• Fire Sprinkler Head		(nothing stacked within 18" of ceiling lighting and sprinkler head)		
Comments:				
15. Security lighting issues:				
16. All sprinkler heads and overhead light fixtures must have 18" clearance:				
17. Fire Department Connection Room: tags current and room clear of storage items.				
18. Fire System Check Valve: tested and cleared periodically.				
Any other Comments:				

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This inspection report is not all inclusive of your entire facility, thus all instructors must maintain their departments and/or classrooms to required standards.