

**Brownsville Independent School District  
Middle 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		(dispose of)		
• Chemical Storage		(stored below paper goods and orderly)		
• Electrical Cords		(should not be used as permanent wiring)		
• Electrical Room		(36" radial distance clearance electric panel and orderly)		
• Mechanical Room		(orderly)		
• Storage Room		(orderly)		
• Ground Fault Interrupters (GFI)		(within 6' feet of all showers, lavatories, and water basins)		
• Fire Extinguisher & Signs		(visible and accessible)		
• Housekeeping		(orderly)		
Comments:				
2. Cafeteria:				
• Mechanical Room		(orderly)		
• Electric Room		(missing breakers need to be covered)		
• Fire Extinguisher & Signs		(visible & accessible)		
• Stage Exit Lights/Exits Clear				
Comments:				

3. Library:				
• Shelving Stable				
• Extension Cords		(properly used)		
• Storage Room		(orderly)		
• Mechanical/Electrical Room		(orderly)		
• Media/Periodical Room		(orderly)		
• TV Carts with Straps				
• Lounge/Workroom		(orderly)		
• Extinguisher & Sign				
• Sharps/Knives		(must be kept locked unless they are plastic)		
• Housekeeping				
Comments:				
4. Nurses Station:				
• Electrical Receptacles		(GFI within 6' of sink)		
• Storage Closets		(orderly)		
• Extinguisher & Sign				
Comments:				
5. Band / Choir:				
• Offices		(orderly)		
• Instrument Cabinets		(secured & stable)		
• Standing and Sitting Risers		(functional condition)		
• Extinguishers & Sign		(in place)		
Comments: (music stands in place)				
6. Gymnasium:				
• Coaches Office		(orderly)		
• Equipment/Weight Room		(equipment anchored and no broken mirrors)		
• Storage and Wash Rooms		(orderly)		
• Extinguisher & Sign				
• Bleachers		(roll outs annually inspected)		
• 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:

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 Data Safety Sheets		(quickly accessible and in place)		
• Chemical Hoods		(in working order)		
• Emergency shutoffs		(for gas, water and electricity quickly accessible and in place)		
• GFCI within 6' of water source				
• All electrical panels have 36" clearance				

10. 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:				
11. Portable and Building Classrooms:				
• Handrails		(on portable buildings)		
• 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				
• Chalkboard		(non-asbestos)		
• Sinks		(orderly atop and below)		
• Windows				
• Internal/External Electrical Panels/Wiring		(locked and no missing breakers)		
• Communication Wiring		(adequately suspended)		
• Secondary Exit Clear and Marked		(not required in portables with less than 55' diagonal measure)		
Comments:				
12. Bookrooms:				
• Orderly and Good Housekeeping				
• Proper Stacking Heights		(18 inch clearance from lights and sprinkler heads)		
• Clear Aisles				
• Fire Sprinkler Head		(nothing stacked within 18" of ceiling lighting and sprinkler head)		
Comments:				
13. 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		(proper slopes and marking)		
Comments:				

Use for any other concerns:

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