

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

Special Services Date:	INPLACE YES/NO N/A	Remarks:	Maintenance Request Number:	Pg. 1 Complete Date:
Facility Inspections				
Your Name:				
1. 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. Mens Restroom :				
• Chemicals stored separately		(away from other items)		
• Ground Fault Interrupters (GFI)		(within 6 feet of all lavatories, sinks, and basins.		
• Lights and fixtures		(working and guarded)		
• Housekeeping				
Comments:				

Special Services Inspection	INPLACE YES / NO N/A	Remarks	Maintenance Request Number:	Pg. 2 Complete Date:
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3. Offices				
• Switches and Receptacles		(Working and guarded)		
• Fire Extinguisher & Signs		(visible and accessible)		
• Passage way clear		(inspection documentation)		
• Electrical Extension Cords		(temporary only)		
• Housekeeping		(in place)		
• Shelving stable				
• File cabinets stable				
• Evacuation route posted				
• Carpeting		(no excessive wear or tears which could trip)		
• Candles		(no lit candles allowed)		
• Wiring orderly				

Comments:				

Special Services Inspection	INPLACE YES / NO N/A	Remarks	Maintenance Request Number:	Pg. 3 Complete Date:
5. Conference Room:				
• Switches and Receptacles		(not broken or missing cover plates)		
• Lights and fixtures		(functional)		
• Passageways clear		(in order)		
• Carpeting good				
• TV secured to wheel cart		(functional and inspected annually)		
• Exit Sign		(no exposed areas)		
• Exit Route				
• Electrical Extension Cords		(temporary only)		
• Housekeeping				
Comments:				
6. Cubicle Area:				
• Workstations		(not congested)		
• Housekeeping		(orderly)		
• Passageways Clear				
• Carpeting		(not excessively worn or torn)		
• Electrical Extension Cords		(temporary only)		
• File Cabinets Stable		(not excessively decorated)		
• Floor Receptacles Covered		(brass cover plates)		
Comments:				

Special Services:	INPLACE YES / NO N/A	Remarks	Maintenance Request Number:	Pg. 4 Complete Date:
7. PEIMS:				
• Housekeeping		(items in place)		
• Emergency Lighting		(functional)		
• Walkways Clear				
• File Cabinets Stable		(not excessively decorated/cluttered)		
• Storage Room		(orderly)		
• Fire Extinguisher & Sign				
• Electrical Extension Cords		(temporary only)		
Comments:				
8. Computer /Records Room:				
• Fire Extinguisher and signs				
• Evacuation route				
• Clear Aisles				
• Workstations Orderly		(wires tied and not posing tripping hazards)		
• Exit door clear				
• File Shelving		(properly shelved, no falling hazards)		
• Light Switches and Receptacles				
Comments:				

Special Services:	INPLACE YES / NO N/A	Remarks	Maintenance Request Number:	Complete Date:
9. Hallways:				
• Housekeeping		(items in place)		
• Emergency Lighting		(functional)		
• Walkways Clear				
• File Cabinets Stable		(not excessively decorated/cluttered)		
• Fire Extinguisher & Sign				
• Exit Signs				
• Evacuation Route Posted				
• Electrical Extension Cords		(temporary only)		
Comments:				
10. Mechanical Electrical Room:				
• Fire Extinguisher and Signs				
• Clearance to Electrical Panels				
• Ladders				
• Boiler Room				
• Housekeeping				
Comments				