

EFSO Maintenance Checklist

SCHOOL FACILITIES

EFSO

SAFETY CHECKLIST

SCHOOL / SITE _____ DATE _____ INSPECTOR _____

This form is a reminder of general areas and items to be inspected by the school. Check each item acceptable or not acceptable. All not acceptable items shall include the location, the date corrected on-site, the person making the correction, or the work order number submitted for the correction to be made. All attempts shall be made to correct any not acceptable items before a work order is submitted. This form shall be sent to the district's Director of Buildings & Grounds. A copy of this form shall be kept by the employee making the inspection.

AREA TO BE INSPECTED	ACCEPTABLE	NOT ACCEPTABLE	LOCATION(S) ROOM/AREA	CORRECTED DATE	ASSIGNED TO	DESCRIPTION
GENERAL MAINTENANCE:						
Evacuation Plan Posted						
Emergency Procedures Posted						
Supply & Material Storage						
MSDS Sheets on File						
Fire Alarm System						
Maintenance Equipment						
ELECTRICAL:						
Exterior Lighting						
Power Connection to Bldg						
Utility Poles						
Exposed Wires						
Switches and Cover Plates						
Receptacles and Cover Plates						
Light Fixtures						
Panel boxes closed & locked						
Exit Signs Operational						
Raceways						
Electrical Panels 3' Clearance						
PLUMBING:						
Drains (Clear & Open)						
Culverts/Headwalls						
Hose Bibs						
Toilets / Urinals						
Lavatories & Sink Fixtures						
Floor Drains and Covers						
Showers & Fixtures						

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MECHANICAL:						
Univents/Radiators						
Thermostats						
Pneumatic Tubing						
Split Systems						
Condensors						
Boilers						
Controls						
Filters						
INTERIOR GENERAL ITEMS:						
Doors & Hardware						
Stairwells & Landings						
Handrails						
Ceilings						
Floors						
Windows & Sills						
Elevators						
EXTERIOR GENERAL ITEMS:						
Sidewalks / Landings						
Exterior Wall Surfaces						
Exit Doors						
Glazing						
Grounds Maintenance						
Debris						
Garbage Cans / Dumpsters						
Flag Poles						
Playgrounds						
Parking Lots						

COMMENTS:

Safety Personnel

Date Completed