

## GENERAL BUILDING CHECKLIST

Building: WMS Name: TOM Lindner

Date: 3-14-24 Name: Dylan O'Brien

ENTRANCES:	YES	NO	N/A
1. Is the entrance well lit?	✓		
2. Are floor mats provided on the inside of all entrances?	✓		
3. Are floor mats maintained in such a manner as to prevent tripping?	✓		
4. Are steps in good condition with no broken or loose steps?	✓		
5. Is a handrail installed and is it firmly attached?	✓		
6. Is there a sign directing all visitors to sign in at the office when entering the school?	✓		

HALLWAYS:	YES	NO	N/A
1. Are hallways and entrances to rooms well lit?	✓		
2. Are hallways clean and free of loose paper and debris that could create a tripping hazard?	✓		
3. Are halls free of tripping hazards (cords, book bags, boxes, etc.) that could create a tripping hazard?	✓		
4. Are the flooring materials in good condition? No loose or broken tiles, carpets not torn or bunched up.			
5. Are lockers, display cases, and other items securely mounted to the wall or floors?	✓		
6. Are heat registers and other devices properly maintained to prevent a tripping or catching of clothing?	✓		
7. Are fire doors not blocked open (includes classroom doors)?	✓		
8. Are fire extinguishers and fire alarm pull boxes, properly identified, accessible, and securely mounted?	✓		
9. Do custodians barricade wet areas when mopping, stripping, and waxing floors to warn others of potential slip hazards?	✓		

STAIRS AND STAIRWAYS:	YES	NO	N/A
1. Are stairs and stairways well lit?	✓		
2. Are stairs free of clutter and trash that could create a slip/trip/fall condition?	✓		

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3. Are the stairs in good condition with no broken steps or damaged or excessively worn runners?	✓		
4. For exterior steps are they covered with a non-slip coating or tread to prevent slips during wet or inclement weather?	✓		
5. Are handrails installed securely and in good condition?	✓		
6. For stairs and stair landings greater than 4 feet in height is a guardrail system in place? A guardrail consists of a top rail, mid-rail, and toe board to prevent falls from heights.	✓		

<b>EXITS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are exits properly marked?	✓		
2. Do all exit doors open outwards with the path of egress?	✓		
3. Are exit doors chained or padlocked when employees and/or children located in the building? Chaining or padlocking an emergency exit door with employees or children in the school is a fire code violation.		✓	
4. Do all exit doors open freely and provide an unobstructed path to an outside public area?	✓		
5. Are exit paths marked and maintained free of debris and other items that can block or partially block the exit? There must be a minimum width of 22 inches for all exit paths and doors.		✓	

<b>OFFICE AREAS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are desks and chairs appropriate for the type of work being performed?	✓		
2. Are electrical cords covered or secured to prevent a tripping hazard?	✓		
3. Are file cabinets and desk drawers kept shut when not in use?	✓		
4. Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?	✓		

<b>CLASSROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?	✓		
2. Are floors free from cords, toys, books and other trip hazards?	✓		
3. Are chairs, seats, and desks in good repair?	✓		
4. Are windows free of breaks and cracks?	✓		
5. Are closets and storage rooms clean and orderly?	✓		
6. Is the room neat and clean? (Trash removed, no evidence of water intrusion, etc.)	✓		

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<b>RESTROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are floors clean and dry to prevent slips and falls?	✓		
2. Are commodes, urinals, and sinks, secured firmly to the wall or floor as designed?	✓		
3. Is the restroom well lit?	✓		
4. Are the restrooms maintained clean and sanitary?	✓		
<b>GYMNASIUMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the bleachers in good condition and provided with guardrails if greater than 4 feet from the ground elevations.	✓		
2. Are lights protected from glass breakage?	✓		
3. Is the floor in good condition?	✓		
4. Are all exits properly marked and maintained?	✓		
5. Are there mats behind the basketball goals and in other areas where students can run into or fall from heights (ropes, balance beams, parallel bars, etc.)?	✓		
6. Are locker rooms and shower facilities kept clean and free of standing water?	✓		

<b>AUDITORIUMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are fixed seats firmly secured to the floor?			
2. Are aisles and walkways free of trip hazards?			
3. Are the stairs leading to the stage provided with a handrail?			
4. Are backstage areas lighted sufficiently to prevent slips and falls?			
5. Is housekeeping satisfactory?			

<b>CUSTODIAN/JANITOR CLOSETS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the doors shut and locked when not in use?	✓		
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?	✓		
3. Are items stored neat and orderly?	✓		
4. Are the floors free of standing water or liquids?	✓		
5. Are extension cords and power cords on equipment in good repair?	✓		

<b>BOILER AND MECHANICAL ROOMS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are the doors shut and locked when not in use?	✓		
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?	✓		
3. Is the room clean and orderly and not used for storage of non-essential materials and items (Holiday decorations,	✓		

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spare or old books, etc.)			
4. Are the floors free of standing water or liquids?	✓		
5. Are electrical panels and breaker boxes clear of obstructions?	✓		
6. Do electrical junction boxes, switches and receptacles have proper covers in place?	✓		

### COMMENTS? PLEASE WRITE THEM BELOW:

- Gym exit door consistently obstructed with mats + other equipment.
- Resolved Issue: mats have been bungeed to wall. They need to be returned to position after each use.