

**BIRDEVILLE ISD - FACILITY RISK INSPECTION CHECKLIST**

<p align="center"><b>THIS RISK IDENTIFICATION AND EXPOSURE ASSESSMENT FOR YOU TO USE IN IDENTIFYING AND EVALUATING POTENTIAL HAZARDS TO DISTRICT PROPERTY AND PERSONNEL. IT CAN ALSO BE USED AS A VEHICLE FOR MAINTAINING A RECORD OF ASSESSMENTS AND FOLLOWING UP AS NEEDED.</b></p>										<b>FACILITY:</b>		
							1 GOOD	Appearance is good				
							2 FAIR	Routine repair		<b>INSPECTION DATE:</b>		
							3 FAIL	Possible Hazard				
							4 NA	Not applicable		<b>INSPECTED BY:</b>		
<b>SIDEWALKS</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Walkways	Debris, obstructions, graffiti											
Sections	Identify broken sections											
Expansion Joints	Condition of caulk, other joint material											
Level	Identify areas of heaving, separation, instability											
<b>GROUNDS</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Grass	Cut, maintained, free of trip hazards(rocks,branches, etc)											
Trees	Dead trees, low-hanging branches, limbs											
Shrubs	Impairment of visibility into and out of building caused by shrubbery											
Irrigation	Uncovered, open valve boxes; exposed lines, heads											
Play areas	Rust or splintering; any separation, loosening; ground cover											
Pests	Fire ants, bees, snakes; other infestations											
Holes	Holes in ground; unstable open areas used by students, staff											
Flagpole	Wires, pulleys, snaps; pole base;											
<b>PARKING LOT</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Striping	Condition and visibility of striping											
Surface	Pot holes; broken sections; loose aggregate / asphalt											
<b>BUILDING EXTERIOR</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Overall Building	Possible entry for pests,holes in wall or foundation											
Windows	Glass breakage; locked (if applicable);											
<b>BUILDING ENTRANCE</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Exterior Matting	Rubber Matting in place, correctly sized for door, condition											
Interior Matting	Carpeted Matting in place, correctly sized for door, condition											
Housekeeping	Cleanliness											
<b>HALLWAYS</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Flooring	Tile/carpet broken, missing, buckling, worn areas											
Stairways	Loose handrails, Rubber /tactile strips worn or missing											
Doors	Inoperable,broken hardware,hard to close, glass intact, separation											
Exit Signage	Exit signs covered, not fully visable along length of hallway											
Lighting/ceiling tiles	Missing, falling, or broken tiles or lenses, evidence of water leaks											
Water Fountains	Non skid mats, working, missing parts											
Fire Extinguishers	Current inspection, proper storage											
Housekeeping	Cleanliness, Clear passage, no storage											
<b>MECH/CUSTODIAL AREA</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Access Condition	Cluttered, non mechanical storage, fire hazards, trip hazards											
<b>OFFICE/CLASSROOMS</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Doors/ windows	Inoperable,broken hardware,hard to close, glass intact, separation											
Flooring	Tile/carpet broken, missing, buckling, worn areas											
Furniture	Broken or damaged, arraignment impedes egress/creates tripping											
Lighting/ceiling tiles	Missing, falling, or broken tiles or lenses, evidence of water leaks											
Electrical outlets /cords	Excessive use of outlets and cords, cords not covered											
Storage	Over packed, inadequate storage, un-safe storage of materials											
Exit / emergency signage	None present or not clearly visable from any area of the room											
Counter tops	Unclean surfaces, too cluttered, broken, chipped, sharp edges											
Paper Cutters	Blade not secure, inadequate work space.											
Housekeeping	Cleanliness, trash, housekeeping in general											
<b>OTHER AREAS</b>	<b>What To Check For</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>NOTES</b>						
Gym Flooring	Warped wood, missing / broken tiles											
Gym Exit signage	Exit signs covered, not fully visable from all parts of the Gym											
Bathroom Stalls/partitions	Broken or damaged, Not anchored firmly											
Bathroom fixtures	Loose, broken, inoperable, missing											
Housekeeping	Cleanliness, trash, housekeeping in general											
OTHER	Use back of page for any issues not shown											

# Facility Inspection Detail

Date: \_\_\_\_\_

Inspectors: \_\_\_\_\_

Hazard	Location	Correction By (Person)	Date To Be Completed	Action Taken Completed/Date Pending