

Quarterly Safety Walk Checklist

Inspection date: _____

Location: _____

Inspector's Name: _____

Exterior Areas		Yes	No	NA	Comments	
1	Are paved surfaces, such as parking lots, sidewalks, and courtyards, free of hazardous conditions or deterioration?					
2	Is turf in good condition; is landscape well-groomed and free of overhang, concealment, or other potential hazards?					
3	Does the site drainage system appear to effectively remove irrigation and storm water runoff and prevent standing water or unacceptable erosion?					
Building Conditions		Yes	No	NA	Comments	
4	Is the building free of apparent leaks or other obvious water intrusion?					
Doors, Exits, and Means of Egress		Yes	No	NA	Comments	
5	Are exits and exit paths unobstructed and are doors free of inappropriate locks?					
6	Is the site emergency evacuation map posted near all classroom and/or office doors?					
Emergency Action Equipment & Systems		Yes	No	NA	Comments	
7	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?					
8	Are alarm systems installed and tested on a regular basis, and are pull stations and alarm panels unobstructed?					
Mechanical and Utility Systems		Yes	No	NA	Priority	Comments
9	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering?					

10	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?				
11	Are electrical power cords and extension cords properly placed and free from damage or inappropriate use?				
Chemicals and Chemical Storage		Yes	No	NA	Comments
12	Are hazardous chemicals properly stored?				
13	Are all containers holding hazardous materials properly labeled with the chemical name and an appropriate hazard warning?				
Housekeeping and Storage Practices		Yes	No	NA	Comments
14	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?				
15	Are mechanical and electrical utility rooms free of inappropriate storage?				
General Conditions – Other		Yes	No	NA	Comments
16	Is the site free of graffiti or other signs of vandalism?				
17	Are other general conditions free of apparent hazards or concerns?				