

# Gilbert Public Schools

## School/Department Site Safety Inspection

<b>School Site/Department:</b>	<b>Name &amp; title of persons performing inspection:</b>
<b>Date of Inspection:</b>	
<b>Administrator</b>	

### Exterior Area

<b>PARKING LOTS:</b>	<b>Yes</b>	<b>No</b>	<b>CONCERN &amp; PLAN FOR CORRECTION (EXPLAIN)</b>
1 Fire Lane/curb painted red			
2 Speed bumps painted			
3 Pedestrian crossing painted and signs visible			
4 Crossing guards properly equipped (signs/vests)			
5 Exterior lighting (security)			
6 Gates roll and swing easily (lock properly)			
7			
8			

<b>EXTERIOR SIDEWALKS:</b>	<b>Yes</b>	<b>No</b>	<b>CONCERN &amp; PLAN FOR CORRECTION (EXPLAIN)</b>
1 Significant Sidewalk cracks			
2 Elevated cracks/expansion joints			
3 Sidewalk drop-offs (2" plus)			
4 Exterior lighting (security)			
5			
6			
7			

<b>PLAYGROUNDS:</b>	<b>Yes</b>	<b>No</b>	<b>CONCERN &amp; PLAN FOR CORRECTION (EXPLAIN)</b>
1 Equipment in good working condition			
2 Sand/wood chips around equipment (adequate)			
3 Fencing in good condition (sharp wire, etc.)			
4 Fence gates in good working condition			
5 Holes (gopher holes) in playground			
6 Muddy areas (broken sprinklers)			
7			
8			

<b>PORTABLE CLASSROOMS:</b>	<b>Yes</b>	<b>No</b>	<b>CONCERN &amp; PLAN FOR CORRECTION (EXPLAIN)</b>
1 Steps/ramps/railings in good condition			
2 Are there sidewalks to each portable (good condition)			
3 Skirting in good condition and intact			
4 Adequate light leading up to portables			
5			
6			

**Work orders needed for concerns must be submitted by campus/department.**

# Interior Area

<b>HALLWAYS:</b>		Yes	No	CONCERN & PLAN FOR CORRECTION (EXPLAIN)
1	Clean/unobstructed			
2	Carpet condition good (no cuts/wrinkles)			
3	Wet floor signs available and used			
4	Fire extinguishers available/charged (tagged)			
5	Exit doors work properly			

<b>CUSTODIAL CLOSETS AND STORAGE AREAS:</b>		Yes	No	CONCERN & PLAN FOR CORRECTION (EXPLAIN)
1	Clean and organized			
2	Wet floor signs available and used			
3	Ladder/step stools in good condition (available to staff)			
4	Material Safety Data Sheets (MSDS) for all chemicals			
5	All containers properly labeled			
6	Personal Protective Equipment (PPE) available/used			

<b>CAFETERIA:</b>		Yes	No	CONCERN & PLAN FOR CORRECTION (EXPLAIN)
<b>Personal Protective Equipment:</b>				
1	Hot pads			
2	Arm guards			
3	Kevlar gloves			
<b>Storage room for supplies:</b>				
1	All items stored off floor			
2	Light items stored on higher/lower shelves			
3	Step stool available/used			
<b>Kitchen:</b>				
1	All floor drains covered			
2	Wet floor mats used in kitchen			
3	Wet floor signs available and used			
<b>Cafeteria:</b>				
1	Folding tables in good working condition			
2	Wet floor signs available and used			
3	Cafeteria floor clean and free of spills			

<b>GYMNASIUM:</b>		Yes	No	CONCERN & PLAN FOR CORRECTION (EXPLAIN)
1	Storage closets clean and organized			
2	Bleachers function properly			
3	Cleanliness of floor			

<b>CLASSROOMS:</b>		Yes	No	CONCERN & PLAN FOR CORRECTION (EXPLAIN)
1	Teachers'/student chairs in good condition			
2	Step stools available and used			
3	Storage cabinets and closets clean/organized			
4	Carpet in good condition (not torn/wrinkled)			
5	Door stops in good working condition (no rocks)			

Administrator Signature: \_\_\_\_\_

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

**Work orders needed for concerns must be submitted by campus/department.**