



SAFETY SELF-INSPECTION CHECKLIST
DATE SUBMITTED:

Parish/Location		Customer Number	
Address			
Inspected By:			
Phone #		Email	
Pastor:			
Phone #		Email	
Business Manager:			
Phone #		Email	
DATE OF INSPECTION:			

SPRINKLERS	Yes	No	N/A	COMMENT OR DATE CORRECTED
1. Sprinkler valves are accessible and locked open.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. There are no leaks, corrosion, or other defects noted with the Sprinkler Heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All sprinkler heads are unobstructed. (Storage 18" below sprinkler head deflectors.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Caps are in place on the fire department's Siamese (twin fired dept. hookup) connection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Alarm, valve, and pump tests are complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE ALARMS AND DETECTION DEVICES	Yes	No	N/A	COMMENT OR DATE CORRECTED
6. Fire alarm boxes are accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. All alarm boxes are tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Alarm horns or bells are audible in all areas of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Alarms are connected to the fire department or answering service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Automatic heat or smoke detectors are properly placed and free of covers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Smoke detectors are tested regularly and the batteries are replaced twice a year and a record log kept with the dates of battery replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Smoke detectors that are 10 years old are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Carbon Monoxide detectors are placed within 15 ft. of sleeping areas and in proper locations within the school; Batteries replaced twice a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE EXTINGUISHERS	Yes	No	N/A	COMMENT OR DATE CORRECTED
14. All employees are familiar with location and operation of fire extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. All fire extinguishers are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. There are an adequate number of fire extinguishers in building. Per the Fire Department Code, Max footage between extinguishers should not exceed 75 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. All unapproved/obsolete extinguishers are removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Monthly visual inspections, are recommended, that are logged on all fire extinguishers. Annual service and tags by a licensed fire suppression company is required by the fire department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE DOORS	Yes	No	N/A	COMMENT OR DATE CORRECTED
19. Doors are in good operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Doors are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Doors kept closed where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Doors are adequate in width for proper egress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Electric door closures operating properly and up to code. Doors to be kept in a closed position unless the proper magnetic door hardware is installed to hold the doors open. No door stops are to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. The proper panic equipment (hardware) is installed where required and inspected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

HEATING EQUIPMENT	Yes	No	N/A	COMMENT OR DATE CORRECTED
25. Annual inspection of equipment is completed by a "certified" repair person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. All repairs are completed by a certified repair person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Only trained personnel operate heating equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. Combustion safeguards are in accordance with state and local codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Combustible storage kept out of boiler or furnace room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EMERGENCY AND CATASTROPHIC	Yes	No	N/A	COMMENT OR DATE CORRECTED
30. Emergency exit routes checked at least once a month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Is there a catastrophe/crisis management plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Battery powered emergency lights tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Written record of battery testing up to date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34. Emergency generator tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Annual fire drill or as required by the State of IL and Local Fire Department codes with records being kept. The Springfield Fire Department requires schools to have one fire drill evacuation on a monthly basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. Employees are aware of management practices for blood borne pathogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. There is a blood borne pathogen kit on the premises. The Kit may be purchased online and contains gloves, bag, gown, antiseptic wipes, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COOKING EQUIPMENT	Yes	No	N/A	COMMENT OR DATE CORRECTED
38. Annual inspections of equipment, controls, and ventilation are completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Fixed extinguishing (Ansul Systems) are serviced by a licensed suppression company annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. Manual and automatic shut-offs are checked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Vapor globes are in place on lights in hood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Ducts over cooking equipment are cleaned (annually).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Filters over cooking equipment are cleaned (weekly).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SMOKING	Yes	No	N/A	COMMENT OR DATE CORRECTED
44. "No Smoking" regulations are enforced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. "No Smoking" signs are posted where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FLAMMABLE LIQUIDS, GAS, OIL, & FUEL WITH PROPER STORAGE	Yes	No	N/A	COMMENT OR DATE CORRECTED
46. Flammable Liquids are in "UL" listed safety cans and properly stored with a safety label on it and stored properly and in a vented area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47. Proper disposal of solvent soaked rags is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48. Compressed gas cylinders stored in designated areas away from heat producing devices and in an upright position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49. Cylinders properly secured when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. Flammable liquid containers are stored away from oxidizing agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. Paints and chemicals are properly stored in flammable material cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52. Gas and oil stored properly and vented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INTERIOR OF THE BUILDING	Yes	No	N/A	COMMENT OR DATE CORRECTED
53. Housekeeping is adequate. (Adequate sweeping and pick-up procedures.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54. Lighting is adequate to eliminate glare and shadows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55. Treads (plastic, rubber, sandy strips of non-skid material) on stairs and ramps in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. Nosing's (edge part of the tread that protrudes over the riser beneath the stair) are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. All handrails provided on both sides of stairs are in good repair and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Landings are free of storage materials, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59. All elevation differences between floors clearly defined and properly lighted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60. All floors and hallways are free of storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61. Hallways mopped one-half at a time, with employees using ropes and stanchion. Wet floor signs are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62. All electrical cords arranged to avoid tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63. Shower and bathroom floors are checked daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64. Kitchen and lunchroom floors are checked daily for debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65. Toxic materials (drain cleaner, etc.) are kept in a safe place with proper safety labels on each container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66. All walk off mats are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ENTRANCES, EXITS, STAIRS, FLOORS, AND HALLWAYS	Yes	No	N/A	COMMENT OR DATE CORRECTED
67. Lighting adequate with no glare or shadows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68. Inclement weather protection is provided. (i.e. mats, safety strips, ice melt, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69. Tripping hazards are eliminated. (i.e. threshold plates in good repair, absence of cords, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70. Safety glass is provided in all doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71. Exit lights are working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72. Emergency exit doors are clear and safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIRE HAZARDS	Yes	No	N/A	COMMENT OR DATE CORRECTED
73. All wiring completed by licensed electrician.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74. All equipment "UL" listed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75. All electrical equipment grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76. Proper size breakers in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77. Spliced cords removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78. Extension cords are prohibited for extended use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79. All light and appliance cords in the open and not concealed covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80. Annual inspection of all cords, outlets and switches are completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81. Inspections are complete for small appliances that appear in the building (i.e. refrigerators, coffee pots, fans, space heaters, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82. Lint cleaned from laundry dryer before each use and from the venting system as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

EXTERIOR BUILDING	Yes	No	N/A	COMMENT OR DATE CORRECTED
83. Parking blocks (if any) are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
84. Ample drains are present and free from debris for water removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85. Parking and walkway markings are visible and easily identifiable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86. All curbs and sidewalks are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87. Trip fall hazards have been removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88. Parking and sidewalks are cleared and maintained during snow season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
89. Parking lots are inspected with the snow removal contractor prior to inclement weather to view the layout of the parking lot and after the snow removal for proper clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PLAYGROUNDS	Yes	No	N/A	COMMENT OR DATE CORRECTED
90. There are no visible cracks, bending, warping, rusting, or breakage of any component.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
91. There are no deformation of open hooks, rings, links, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92. Swing hangers and chains are in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
93. There are no missing, damaged, or loose swing seats; sharp edges or corners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94. There are no broken supports/anchors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95. There are no footings exposed, cracked, loose in ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
96. There are no accessible sharp edges or points.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97. There are no protruding bolt ends that do not have smooth finished caps and covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98. All bolts and nuts are checked for tightness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
99. There is no splintered, cracked or otherwise deteriorated wood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100. Bearings are tested for wear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
101. There are no broken or missing rails, steps, rungs, seats.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
102. Surfacing material is not worn or scattered (in landing pits, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
103. Hard surfaces, especially under swings, slides, have adequate ground protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
104. Paint has been inspected for chips or peeling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
105. There are no signs of vandalism (broken glass, trash, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
106. Pinch or crush points of exposed mechanisms, junctures of moving components, such as the axis of a seesaw, are protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107. Tripping hazards such as roots, rocks or other environmental obstacles are removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
108. There are no poor drainage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please email your form to:

diospfd@chapmanhogan.com

Or fax it to 314-842-0050