

Checklist of E/OHS Activities for Facilities Safety Management and Fire Safety in Schools

Program Contact Person: Molly Schilling

Is the Facilities Safety Management program in place? **Yes** No

Does this school use contracted services for the Management Assistant Program? **Yes**
No N/A

If no, who is the designated person or persons? _____

Fire and Life Safety in Schools

Program Contact Person: Molly Schilling

Is the Fire Marshal approved Emergency Evacuation Plan in place for each district building? **Yes** No

Most recent date of sprinkler electronics inspection: 1-2020 N/A

Most recent date of alarm inspection: 1-2020 N/A

Most recent inspection of fire extinguishers: 1-2020 N/A

Most recent inspection of fume hoods with fire suppressant: 1-2020 N/A

Are emergency lights tested at least biannually? **Yes** No N/A

Science safety Checklist completed? **Yes** No N/A

Note: Samples of curtains were tested for flammability. The curtains would not sustain an open flame while exposed to fire. The curtains are believed to be over 50 years old.



Facilities Safety Review

Building: High School and Elementary

Mock-OSHA Review Area	Date Review Completed	N/A	Recommendations
Art			
Wood Shop			
Kitchen			
Metal Shop			
Halls, Gym, etc.			
Maintenance/Custodial			
Grounds/Garage			
Chemistry/Life Science			

Fire and Life Safety Checklist

ART

- X Emergency phone numbers posted and MSDS available
- X Flammable liquids and combustibles stored properly

COMPRESSED GAS



- X Cylinders chained in place so they cannot fall over
- X Valve covers in place when cylinder not in use

SPRAY BOOTH

- X Fire control sprinkler heads kept clean
- X Mechanical ventilation provided when spraying is done in enclosed area
- X 'NO SMOKING' signs posted in spray areas, paint rooms, booths, and storage
- X Spray area at least 20' from flames, sparks, operating electrical motors

BOILER ROOM

- X Fire extinguisher mounted and accessible
- X No combustibles stored in boiler room
- X Two exits

CORRIDORS, ENTRANCES, STAIRS

- X All decorations, artwork in corridors limited to 25% of wall surface
- X All EXIT corridors and hallways free of obstructions
- X All EXIT doors open in the direction of exit without effort
- X All EXIT doors posted as exits with letters 5" high and ½" wide
- X All EXIT signs visible and with working lights, if lighted
- X Appropriate fire extinguishers are mounted within 75' of outside areas containing flammable liquids and within 10' of any inside storage area for such materials
- X Buildings over two levels have doors that close automatically in stair tower
- X Fire extinguishers free from obstruction or blockage
- X Fire extinguishers provided for the types of materials in the area where used
 - Class A Ordinary combustible material fires
 - Class B Flammable liquid, gas, or grease fires
 - Class C Energized-electrical equipment fires
- X Fire extinguishers serviced, maintained, and tagged every year
- X No dead-end corridor >20'
- X Non-exit doors, passages, and stairways labeled, "NOT AN EXIT"
- X Panic hardware on all exit doors and rooms with occupancy of 50 or more
- X Sprinkler heads protected by metal guards, when exposed to physical damage

ELECTRICAL

- X Extension cords used for permanent wiring
- X 36" clear access to all electrical control panels for emergency shutdown

EXTERIOR

- X Dumpsters stored at least 5' from any combustible buildings, doors, and windows

GYM

- X Stage curtain must be flame retardant



HOME EC

- X Outlets within 6' of a water source must be GFC

KITCHEN

- X Exhaust hood, ducts, and filters clear of any grease accumulation
- X Fire extinguisher within 30' of cooking equipment (min. 40BC)
- X Hood with auto fire extinguishing system inspected every 6 months
- X Means to shut off gas supply to the cooking equipment for emergency
- X MSDS available
- X Outlets within 6' of a water source must be GFC

SCIENCE LABS

CHEMICALS

- X Chemicals stored in open lab work area kept to a minimum
- X Neutralizing chemicals and spill kits readily available

FIRE SAFETY

- X Aisles serving work areas on 2 sides at least 42" wide; those serving work areas on one side only must be 36"
- X Flammable liquids stored in refrigerated equipment in closed containers
- X Flammable/combustible liquids and chemicals must not be stored in fume hoods or on the floor, except in original container
- X Refrigerators, freezers, or coolers that store or cool flammable liquids must be of explosion-proof construction and properly labeled
- X 2A-20BC or larger rated fire extinguisher for each 3,000 feet of lab; travel distance must not exceed 50' from anywhere in room

STORAGE

- X Acids stored in approved cabinets
- X Chemical storage area must have inventory
- X Chemical storage area properly ventilated
- X Chemicals properly labeled
- X Chemicals stored in approved containers (original shipping package)
- X Flammable liquids stored in approved cabinets
- X Shelves used for chemical storage should have lip or guard to prevent chemicals from falling off
- X Storage cabinets and rooms locked against unauthorized entry

VENTILATION

- X Hood tested every year
- X Lab hoods achieve 100 lfm
- X Means provided for manually shutting down ventilation equipment



STORAGE ROOMS

- X Room used for storage of combustibles must have 1-hour fire-rated walls (sheet rock or plaster) and fire-rated doors (or solid core 1.75" thick wood doors) with self-closer (or automatic fire sprinklers in them)

TECHNICAL LAB AREAS

- X Compressed gas cylinders (oxygen, acetylene, propane, etc.) secured so they cannot fall over
- X Emergency stop buttons colored red
- X Fire extinguishers located within 30' of hazardous processes (painting, welding, and woodworking)—mounted and inspected
- X Flammable liquids stored in approved cabinets
- X Oil-soaked, greasy, or paint-soaked rags stored in metal containers with lids
- X Solvent wastes and flammable liquids are kept in fire-resistant, covered containers until they are removed from the worksite
- X Worksite clean and orderly with clear paths to exit

Completed by _____ Date _____



Facilities Safety Management Checklist

ART

- X Dark room requires eyewash station
- X Emergency phone numbers posted and MSDS available
- X Flammable liquids and combustibles stored properly

ASBESTOS

- X Caution labels and signs used to warn of asbestos

AUTO/METAL SHOP

BAND SAW

- X Lower blade fully guarded
- X Upper blade guarded with adjustable guard

COMPRESSED GAS

- X Cylinders chained in place so they cannot fall over
- X Valve covers in place when cylinder not in use

DRILL PRESS

- X Drill press permanently mounted
- X Guards in place over belts, pulleys, chains, and sprockets

GARAGE DOORS

- X Annual inspection
- X Automatic reverse mechanism installed and warning sign posted if not installed

GRINDER

- X Adjustable tongue adjusted within ¼" of wheel
- X Work rest adjusted to ⅛" of wheel

HAND AND PORTABLE TOOLS

- X Extension cords being used are grounded
- X Multiple plug adaptors are prohibited
- X Portable electrical tools are grounded or double insulated type
- X Safety glasses provided if necessary
- X Tools and cords in good condition; no broken handles

HOISTS

- X Annual inspection
- X Controls plainly marked to indicate the direction of travel or motion
- X Hook equipped with safety clip



- X Overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel
- X Rated load of each hoist legibly marked and visible to the operator

METAL LATHE

- X Guarding on chuck end

SPRAY BOOTH

- X Approved respiratory equipment provided when appropriate
- X Area within 3' around spray booth is clear
- X Fire control sprinkler heads kept clean
- X Mechanical ventilation provided when spraying is done in enclosed area
- X 'NO SMOKING' signs posted in spray areas, paint rooms, booths, and storage
- X Spray area at least 20' from flames, sparks, operating electrical motors

BOILER ROOM

- X Caution label and signs used to warn of asbestos if needed
- X Compressor and moving chains and belts guarded
- X Eyewash station provided per pH
- X Fire extinguisher mounted and accessible
- X Lockout/tagout equipment provided when necessary
- X No combustibles stored in boiler room
- X Protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals; goggles, face shields, safety glasses provided when a danger of flying particles or corrosive materials
- X Two exits

CONFINED SPACE

- X Warning labels present

CORRIDORS, ENTRANCES, STAIRS

- X All decorations, artwork in corridors limited to 20% of wall surface
- X All EXIT corridors and hallways free of obstructions
- X All EXIT doors open in the direction of exit without effort
- X All EXIT doors posted as exits with letters 5" high and ½" wide
- X All EXIT signs visible and with working lights, if lighted
- X Appropriate fire extinguishers are mounted within 75' of outside areas containing flammable liquids and within 10' of any inside storage area for such materials
- X Buildings over two levels have doors that close automatically in stair tower
- X Fire extinguishers free from obstruction or blockage
- X Fire extinguishers provided for the types of materials in the area where used
 - Class A Ordinary combustible material fires



- Class B Flammable liquid, gas, or grease fires
- Class C Energized-electrical equipment fires
- X Fire extinguishers serviced, maintained, and tagged every year
- X No dead-end corridor >20'
- X Non-exit doors, passages, and stairways labeled, "NOT AN EXIT"
- X Panic hardware on all exit doors and rooms with occupancy of 50 or more
- X Sprinkler heads protected by metal guards, when exposed to physical damage

ELECTRICAL

- X Cover plates present on outlets and switches
- X Disconnecting switches and circuit breakers labeled to indicate service area
- X Exposed wiring and cords with frayed or deteriorated insulation are repaired or replaced promptly
- X Extension cords used for permanent wiring
- X Flexible cords and cables are free of splices and taps
- X Light fixtures below 7' grounded and guarded
- X 36" clear access to all electrical control panels for emergency shutdown
- X Unused openings in electrical panels and fittings are closed with appropriate covers, plugs, or plates

EMPLOYER POSTINGS

- X OSHA workplace poster displayed in a prominent location
- X Summary of OSHA 300/300A log posted in February

EXTERIOR

- X Dumpsters stored at least 5' from any combustible buildings, doors, and windows

GYM

- X Basketball hoops that raise and lower over a seating area have a 2nd safety strap
- X Bleachers must not have >9" gap between seat and footrest (may become 4")
- X Stage curtain must be flame retardant

HOME EC

- X First Aid Kit and fire extinguisher available
- X 'Microwave in Use' sign posted
- X Outlets within 6' of a water source must be GFC

KITCHEN

- X Doors on cold storage rooms provided with an inside release mechanism
- X Emergency phone numbers posted
- X Exhaust hood, ducts, and filters clear of any grease accumulation
- X Eyewash if exposed to injurious corrosive materials (oven cleaner)
- X Fan should be 3-prong when used in wet area



- X Fire blanket available
- X Fire extinguisher within 30' of cooking equipment (min. 40BC)
- X First Aid Kit available
- X Hood with auto fire extinguishing system inspected every 6 months
- X Means to shut off gas supply to the cooking equipment for emergency
- X 'Microwave in Use' sign posted
- X SDS available
- X Outlets within 6' of a water source must be GFC
- X Protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals

NOISE

- X Approved hearing protection available to every employee working in the area
- X Employees in high noise area given periodic audiometric testing
- X Noise levels at acceptable levels (<85 dBA) where continuous noise

SCIENCE LABS

CHEMICALS

- X Chemicals stored in open lab work area kept to a minimum
- X Neutralizing chemicals and spill kits readily available

ELECTRICAL

- X Electrical outlets properly grounded
- X 36" clear access to electrical panel

FIRE SAFETY

- X Aisles serving work areas on 2 sides at least 42" wide; those serving work areas on one side only must be 36"
- X Fire blanket available
- X Flammable liquids stored in refrigerated equipment in closed containers
- X Flammable/combustible liquids and chemicals must not be stored in fume hoods or on the floor, except in original container
- X Heat sources not left unattended
- X Refrigerators, freezers, or coolers that store or cool flammable liquids must be of explosion-proof construction and properly labeled
- X 2A-20BC or larger rated fire extinguisher for each 3,000 feet of lab; travel distance must not exceed 50' from anywhere in room

GENERAL

- X Emergency phone numbers posted and MSDS available
- X Eyewash station and quick drench shower where employees are exposed; station required if pH <2 or >11, and shower required if pH <1 or >12
- X Eyewash station flushed weekly and shower monthly for 3 minutes



- X First Aid Kit accessible with necessary supplies

STORAGE

- X Acids stored in approved cabinets
- X Chemical storage area must have inventory
- X Chemical storage area properly ventilated
- X Chemicals properly labeled
- X Chemicals stored in approved containers (original shipping package)
- X Flammable liquids stored in approved cabinets
- X Shelves used for chemical storage should have lip or guard to prevent chemicals from falling off
- X Storage cabinets and rooms locked against unauthorized entry

VENTILATION

- X Hood tested every year
- X Lab hoods achieve 100 lfm
- X Means provided for manually shutting down ventilation equipment

STAIRS

- X Handrails on all stairways with 4 or more risers; 1.5” clearance between handrail and wall; handrail capable of withstanding a load of 200 pounds
- X Mid-rail on open stairway
- X Slip-resistant step surfaces

STORAGE ROOMS

- X Room used for storage of combustibles must have 1-hour fire-rated walls (sheet rock or plaster) and fire-rated doors (or solid core 1.75” thick wood doors) with self-closer (or automatic fire sprinklers in them)

TECHNICAL LAB AREAS

- X Compressed gas cylinders (oxygen, acetylene, propane, etc.) secured so they cannot fall over
- X Electric power can be locked out for maintenance, repair, or security
- X Emergency phone numbers posted and MSDS sheets available
- X Emergency stop buttons colored red
- X Eyewash station and quick drench shower provided if necessary per pH
- X Fire extinguishers located within 30’ of hazardous processes (painting, welding, woodworking)—mounted and inspected
- X First Aid Kit accessible with necessary supplies
- X Flammable liquids stored in approved cabinets
- X Oil-soaked, greasy, or paint-soaked rags stored in metal containers with lids
- X Power shut off switch within reach of operator’s position
- X Protective eyewear provided when a danger of flying particles or corrosives



- X Protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals
- X Pulleys and belts within 7' of the floor properly guarded
- X Radial arm saws arranged so that cutting head will gently return to the back of the table when released
- X Saws used for ripping are equipped with anti-kickback devices
- X Solvent wastes and flammable liquids are kept in fire-resistant, covered containers until they are removed from the worksite
- X Worksite clean and orderly with clear paths to exits

WOOD SHOP

JOINTER

- X Anti-magnetic shut off switch
- X Guarding on both sides of blades

RADIAL ARM SAW

- X Anti-kick fingers
- X Cutting head will gently return to the back of the table when released
- X Equipped with anti-magnetic shut off
- X Guards on left side should fall when saw is pulled forward
- X Saw will not extend beyond table edge

STORAGE

- X Quantities of flammable and combustible liquids in excess of 10 gallons stored in approved storage cabinet or storage room; less than 10 gallons stored in approved safety cans

TABLE SAW

- X Anti-kickback mechanism
- X Anti-magnetic shut off switch

Completed by _____ Date _____

