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

Program Contact Person: John Willey

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? Christine Schmitt

**Fire and Life Safety in Schools**

Program Contact Person: John Willey/ Mike Nolte

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

Most recent date of sprinkler electronics inspection N/A

Most recent date of alarm inspection: June, 2019

Most recent inspection of fire extinguisher: June, 2019

Most recent inspection of fume hood with fire suppressant: N/A

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

Science safety Checklist completed? Yes No N/A

**Facilities Safety Review**

**Building**: Ellsworth Public School

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

***NOTE:***

**Fire and Life Safety Checklist**

ART

X Emergency phone numbers posted and SDS available

X Flammable liquids and combustibles stored properly

*ASBESTOS*

*X Caution Labels to used to warn of asbestos*

*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 Permently Mounted

X Guards in place over belts, pulleys chains and sprockets

GERAGE DOORS

X Annual Inspection

X Automatic reverse mechanism installed and warning sign posted if not

Grinder

X Adjusable tongue adjusted within 3/4 of wheel

*X Work rest adjusted to ¼ wheel*

*SPRAY BOOTH*

X Mechanical ventilation provided when spraying is done in enclosed area

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

Class K Flammable liquid, gas, or grease 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

*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

*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 SDS 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**: