

Elko County School District Self-Inspection Check-sheet

School Name: _____

May/June Inspection Date: _____

Completed By: _____

August/September Inspection Date: _____

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A				
			Maintenance - Chemical Hazards			
			Gas Powered Equipment is stored in well-ventilated rooms.			
			Gasoline and other materials that emit noxious fumes or vapors are kept away from ventilation system intake fans.			
			All flammable materials are stored in approved Listed and Labeled containers.			
			All flammable materials are stored in approved Listed and Labeled storage rooms or cabinets.			
			There are systematic inspections to prevent collections of waste materials that would constitute a fire hazard.			
			All acids and chemicals are stored in lockable cabinets that are Listed and Labeled for the hazards involved.			
			There are systematic inspections to prevent collections of waste materials that would constitute a fire hazard.			
			The school's "Hazmat Facility Annual Report" issued by the Nevada State Fire Marshal's Office has been reviewed and verified the report is correct or any changes have been sent to Central Office Director of Building Operations.			
			The school's "Hazardous Materials Storage Permit" issued by the Nevada State Fire Marshal's Office is displayed as required.			
			There are safe-guards in place to control the handling of glass test tubes, beakers and other containers.			
			Approved personal protective equipment (PPE) is worn as required for the exposure listed in product Material Safety Data Sheets (MSDS).			
			Gas pipes, fittings and equipment are regularly inspected for leaks damage for other deficiencies.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Maintenance - Mechanical Hazards			
			Custodial tools, including carts are kept away from paths of student travel.			
			All personnel have received training in the proper care and use of all tools and equipment that they are expected to use to carry out their duties.			
			Safeguards are in place to ensure that no power equipment; including mowers and edgers are operated when students are present.			
			Measures are taken to ensure that at no time are areas of construction or repair left unguarded when students are present.			
Yes	No	N/A	Maintenance - Grounds			
			Safeguards are in place to ensure that no students are present when spraying for spiders, insects, or weeds; or when fertilizer is applied.			
			All asphalt and concrete areas are in good repair and free of debris.			
			Areas of student travel are free from obstructions including; posts, water standards, low fences, benches, ice, trip hazards, etc.			
			Walks are swept each day to prevent build-up of sand, dirt, gravel and other materials to prevent trips, slips and falls.			
			Care is taken to prevent irrigation pipes, hoses and other equipment from being a hazard during school hours.			
			Safeguards are taken to minimize the danger of doors being opened into student traffic.			
Yes	No	N/A	Maintenance - Playground & Sports Areas			
			The school has a copy of the <i>Handbook for Public Playground Safety</i> .			
			Playground equipment is inspected on a regular basis.			
			Playgrounds are in good repair and free from debris.			
			Running tracks and other foot traffic areas are wide and smooth enough to prevent crowding and tripping.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A				
			Maintenance - Playground & Sports Areas - Cont.			
			Jumping pits are adequately filled with appropriate materials.			
			All climbing apparatuses are securely anchored.			
			Climbing ropes have been removed from school facilities.			
			Students in Physical Education classes are under constant Adult supervision.			
			Safeguards are taken to ensure that no safety problems for students and staff are created during regular maintenance activities.			
			Trash receptacles are available near playground and sporting areas.			
			There is an inspection each morning to ensure that dangerous debris such as broken glass or trash is removed from the playground.			
			Posts for basketball standards, tetherball. Etc. are padded or painted.			
			All personnel are aware of their duties and responsibilities for playground supervision.			
			Maintenance - Electrical			
			Maintenance Staff have received basic electrical hazard safety instruction.			
			Electrical receptacles are properly shielded and grounded; replace when broken or damaged.			
			All electrical equipment is properly grounded and is equipped with a 3-wire cord; when not intrinsically safe.			
			All electrical tools are in good repair and properly grounded with 3-wire cords; when not intrinsically safe.			
			Power and extension cords are routinely checked to see that connections are safe and that there are no exposed metal connections, breaks in the outer jacket, and that cords are of proper size and type for the job; and replaced when damaged or worn.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Maintenance - Electrical - Continued			
			All panelboards, switchboards and fuse cabinets are kept clean and free from clutter and debris.			
			All circuit breakers are labeled to corresponding locations, room numbers and the load served.			
			Access is maintained about all electrical panels; 30-inch aisle and 36-inch work space in front. Warning labels are attached.			
			All electrical panels are kept locked at all times.			
			All fuses and/or circuit breakers that have required frequent replacement or restoring have been checked by a competent electrician for circuit overloading.			
			All exit and emergency lights are inspected and tested monthly. Must be documented.			
			All exit and emergency lights are tested for 90-minute run-time compliance at least annually. Must be documented.			
			All Ground Fault Circuit Interruption (GFCI's) devices are tested monthly. Must be documented.			
			Electrical heating equipment has been thoroughly inspected by a qualified service person within the past year.			
Yes	No	N/A	Maintenance - Building Safety			
			Furnace & Boiler Rooms are kept free of all waste, paper, trash and other combustible Storage.			
			Kitchen ventilating hoods, filters and ducts are kept free of grease and dirt build-up by frequent inspection and cleaning.			
			A fire extinguisher approved for grease fires is located in the kitchen.			
			Refrigeration motors and cooling coils are kept clean and have adequate air circulation.			
			Desks are regularly inspected to insure against sharp corners and edges.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Maintenance - Building Safety - Continued			
			Door closers are adjusted to allow for full closure and latching when open to 90-degrees or greater.			
			Care is taken to not over-wax floors leaving them slippery.			
			Door thresholds are securely attached.			
			All fire extinguishers are tagged with the latest inspection or recharge date and are inspected and the service tag punched monthly.			
Yes	No	N/A	Traffic Safety			
			Loading areas for buses are properly marked.			
			Crossing guards are present to protect students crossing streets near the school.			
			Students have been instructed on using the safest route to and from school.			
			Adequate safeguards are in place to protect students and staff from vehicle traffic when traveling on school grounds.			
			There are well defined and separate routes for foot and bicycle travel on school grounds.			
Yes	No	N/A	Traffic Safety - Continued			
			There are clearly defined areas for parents to park while buses are loading and unloading students.			
Yes	No	N/A	Security and Vandalism			
			All money is kept in a safe.			
			There is a regular schedule for making bank deposits.			
			All drugs and medications are kept under lock and key as prescribed by District policy.			
			The school has adequate outdoor lighting to prevent injuries and vandalism.			
			There is at least one custodian charged with the responsibility to check for locked doors, lighting, etc. each night.			
			Emergency phone numbers are clearly posted.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Safety & Emergency Plans			
			A plan is in place to combat emergency situations.			
			Each room is equipped with an evacuation map.			
			Copies of all fire, shelter-in-place, earthquake drills, etc. are kept on file with a copy sent to Central Office.			
			Copies of the school site safety program are available for inspection.			
			All teachers are properly instructed to supervise passing period travel to prevent running and horseplay during recess, between classes and during lunch periods.			
			Employees are instructed as to the importance of turning in an alarm immediately, before attempting to extinguish a fire.			
			Employees are trained in the use of fire extinguishers.			
			Employees are aware of the person designated as the <i>Site Safety Coordinator</i> .			
			The <i>Site Safety Coordinator</i> is attending required safety classes.			
			All employees receive documented, required safety training.			
Yes	No	N/A	Safety & Emergency Plans - Continued			
			Material Safety Data Sheets (MSDS) are up to date and available for inspection.			
			The Boiler/ Pressure Vessel Operating Permit issued by the State of Nevada is displayed as required.			
			The LP Gas License issued by the State of Nevada is displayed as required.			
			Proper housekeeping is maintained throughout the school facility and grounds.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
The following sections pertain but are not limited to Industrial Education Laboratories and Maintenance Shops						
Yes	No	N/A	Bench or Pedestal Grinders			
			Tool rests are adjusted to between 1/16 to 1/8 inch of the wheel face and 1/4 inch above the centerline of the arbor.			
			The wheel is dressed if loaded, out of round or the surface face is irregular.			
			Side wheel guards are maintained in the proper position.			
			Exhaust chutes are clear of debris and wheel slough.			
			Eye and hearing protection is provided at the grinder.			
			"WEAR EYE & HEARING PROTECTION" signs are installed at the grinder.			
Yes	No	N/A	Circular and Table Saws			
			Maintain blade and belt guards, and stock splitters in their proper position.			
			Provide push stick at table saws.			
			Provide hand brush at table saw.			
			Locate saw with potential of flying stock projectile away from student or staff work or walk areas.			
			Eye and hearing protection is provided at the saw.			
			"WEAR EYE & HEARING PROTECTION" signs are installed at the saw.			
Yes	No	N/A	Drill Press			
			Maintain belt guards in their proper position.			
			Provide hand brush at the drill press.			
			Provide vise or clamps.			
Yes	No	N/A	Drill Press - Continued			
			Locate drill press with potential of flying stock projectile away from student or staff work or walk areas.			
			Provide eye protection at the drill press.			
			"WEAR EYE PROTECTION" sign is installed at the drill press.			
			Provide safety spring on chuck key.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Band Saw			
			Maintain blade and belt guards in their proper position.			
			Set upper saw guide 1/4-inch or less above stock to be cut.			
			Provide hand brush at band saw.			
			Provide eye protection at the band saw.			
			"WEAR EYE PROTECTION" sign is installed at the band saw.			
Yes	No	N/A	Planer			
			Maintain belt and feed roll guards in their proper position.			
			Students and Staff are instructed to not wear loose fitting clothing around the planer.			
			Eye and hearing protection is provided at the planer.			
			"WEAR EYE & HEARING PROTECTION" signs are installed at the planer.			
Yes	No	N/A	Radial Arm Saw			
			Maintain blade guard in proper position.			
			Maintain automatic return device on the saw to properly function from any travel position.			
			Maintain blade travel limiting device which will prevent any point of blade travel beyond table surface.			
			Provide hand brush at the saw.			
			Provide saw dust chute to direct saw dust to the dust collection system, away from operator.			
			Locate saw with potential of flying stock projectile away from student or staff work or walk areas.			
			Eye and hearing protection is provided at the saw.			
			"WEAR EYE PROTECTION" sign is installed at the drill press.			
			Do not allow ripping without indication of direction of feeding stock and the use of an anti kick-back device.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Scroll Saw			
			Adjustable blade guide or hold-down device is available for use.			
			Where drive belts are used, provide properly positioned guard.			
			Provide had brush at the saw.			
			Provide eye protection at the saw.			
			"WEAR EYE PROTECTION" sign is installed at the saw.			
Yes	No	N/A	Uniplane			
			Provide properly positioned belt and cutter head guards.			
			Keep cutter head free of pitch and gum.			
			Provide hand brush at uniplane.			
			Provide eye and hearing protection at the uniplane.			
			"WEAR EYE & HEARING PROTECTION" signs are installed at the planer.			
Yes	No	N/A	Sander			
			Maintain belt guards in the proper position.			
			Provide had brush at the sander.			
			Provide eye protection at the sander.			
			"WEAR EYE PROTECTION" sign is installed at the drill press.			
Yes	No	N/A	Joiner			
			Maintain belt and cutter head guards in the proper position.			
			Maintain the stock fence in the proper position.			
			Provide push sticks at the joiner.			
			Provide eye and hearing protection at the joiner.			
			"WEAR EYE & HEARING PROTECTION" signs are installed at the planer.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Lathe			
			Where used, maintain the belt guards in the proper position			
			Provide and maintain proper position of tool rests.			
Yes	No	N/A	Lathe - Continued			
			Locate lathe with the potential of flying stock projectile away from student or staff work and walk areas.			
			Provide a hand brush at the lathe.			
			Provide eye protection at the lathe.			
			"WEAR EYE PROTECTION" sign is installed at the drill press.			
Yes	No	N/A	Shaper			
			Provide the cutting heads of each machine with an enclosed cage or adjustable guard designed to keep the operator's hands away from the cutter edges.			
			Maintain belt guards in their proper position.			
			Provide eye, face and hearing protection at the machine.			
			Provide "WEAR EYE, FACE AND HEARING PROTECTION" signs at the machine.			
Yes	No	N/A	Foundry			
			Clear area of all flammable material.			
			Provide adequate ventilation to the area.			
			Provide eye and face protection at the forge.			
			Provide tongs or pliers at the forge.			
			Provide heat-resistant gloves at the forge			
			Provide safety clothing; i.e. approved coveralls.			
			Provide "WEAR EYE AND FACE PROTECTION" signs at the forge.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	All Shops			
			No ties or other types of loose clothing.			
			No long hair unless enclosed in a protective cap.			
			General Note: Some woods and/or metals may require that cutting or grinding operations be carried out while wearing respiratory protection.			
			Ensure that proper Personal Protective Equipment (PPE) is available for and worn by all students and staff.			
Yes	No	N/A	Electrical and or Electronic Test Equipment			
			Provide grounded three-wire electrical devices and tools, unless they are intrinsically safe, i.e. double insulated.			
			Provide grounded or double-insulated cabinets and panels.			
			Provide properly rated, insulated test leads and probes.			
			Provide proper voltage and arc flash warning signs as required.			
			Staff with no electrical training is not to be replacing switches, outlets, lighting ballasts or other electrical equipment.			
Yes	No	N/A	Storage of Flammables and/or Combustibles			
			Provide self closing metal containers for oily rags or pads.			
			Provide the proper identification signs for containers.			
			Provide drip containers at all gravity flow spigots.			
			Provide the proper call fire extinguisher with 25 feet of any stored flammable product.			
			Provide properly rated metal cabinets for paints, thinners, lacquers and lubricants.			
Yes	No	N/A	Storage of Compressed Gas and Gas Cylinders			
			Provide gas cylinders with legibly marked identification signs to indentify its contents.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Storage of Compressed Gas and Gas Cylinders - Continued			
			Provide vertical (valve -end up) storage for all gas cylinders. Such storage shall be away from heat sources so the temperature rise of the gas is not above room temperature. Non-tip restraints shall be employed; i.e. chains or straps.			
			Oxygen cylinders shall be stored a minimum of 20-feet from fuel gas cylinders or separated by a non-combustible barrier at least 5-feet high and a cross section width equal to the diameter of the largest stored cylinder.			
Yes	No	N/A	Welding Stations & Equipment - Oxy-acetylene			
			Provide "in-line" or tank mounted back-flow arresters on acetylene and oxygen supplies.			
			Provide color-coded welding hose; red for acetylene, green for oxygen and black for inert gas or compressed air.			
			Provide parallel lengths of oxygen and acetylene hose. Hose shall be factory joined or taped together. If taped, not more than four in twelve inches shall be covered with tape.			
			Provide station ventilation sufficient to exhaust welding fumes. Mechanical ventilation shall be provided in a space of less than 10,000 F ³ per operator station, or in a room having a ceiling height of less than 16 feet.			
			Provide a welding cart, equipped with not-tip cylinder restraints, for all portable stations.			
			Provide not-tip cylinder restraints for all permanent stations.			
			Provide a clear, safe area for permanent or portable stations.			
			Hand and arms shall be protected while welding. Welding gloves and other protective clothing shall be worn.			
			"WEAR EYE PROTECTION" sign is installed at the welding stations.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Welding Stations & Equipment - Arc			
			Provide ground lead connections with are mechanically sound and electrically adequate for the current demand of the equipment.			
			Provide electrical terminals, including welding cable terminals with protection against contact by personnel or metal objects.			
			Provide a disconnecting switch or controller at or near each welding machine. Cord & plug equipment complies without a disconnecting switch.			
			Provide welding cables which are splice free within ten feet of the electrode holder.			
			Provide fire extinguishers in all welding or burning areas.			
			Provide helmets and hand shields which are manufactured with materials that insulate the operator from heat and electricity.			
			All helmet filter lenses shall bear permanent marking by which the source and shade number may be easily identified. Arc welding lens shades shall range from № 10, for light welding, to № 14 for heavy welding.			
			Gas-shielded welding lenses shall range from № 11 for light welding to № 14 for heavy welding.			
			Provide station ventilation sufficient to exhaust welding fumes. Mechanical ventilation shall be provided in a space of less than 10,000 F ³ per operator station, or in a room having a ceiling height of less than 16 feet.			
			Provide Personnel Protection Equipment at all stations where there is a danger from sparks and hot debris; i.e. aprons, jackets, gloves, leggings, etc.			
			Provide eye and face protection at all stations.			
			"WEAR EYE PROTECTION" sign is installed at all stations.			

Corrective Action Needed?			Description of Item or Area to be Inspected	Corrective Action Planned or Taken	Date Corrected	Initials
Yes	No	N/A	Spray Finish Operations			
			Provide spray booths or spray rooms to enclosed or confine all spraying operations.			
			Spraying shall not be conducted outside of predetermined areas.			
			Spraying of flammable products shall be done in approved spray booths or spray rooms only.			
			Provide a clear space of not less than three feet on all sides of spray booths or rooms.			
			All electrical wiring within or around spray booths and/or rooms shall comply with applicable provisions of NFPA 70 <i>National Electrical Code</i> .			
			Provide ventilating and exhaust in accordance with: NFPA 91 - <i>Exhaust Systems for Air Conveying of Vapors, Gases, Mists and Noncombustible Particulate Solids</i> .			
Yes	No	N/A	Fire Extinguishers			
			Fire extinguishers are checked monthly with the appropriate date punched on the tag.			
			Provide training of fire extinguisher operation to all students enrolled in Industrial education classes. Training to be conducted in cooperation with local fire authorities.			
			Provide Class A fire extinguishers for protection applicable to ordinary combustibles; i.e. wood, paper, trash, etc.			
			Provide Class B fire extinguishers for protection applicable to flammable liquids; i.e. gasoline, oil, paints, solvents, grease, etc.			
			Provide Class D fire extinguishers for protection applicable to combustible metals; i.e. magnesium.			
Notes/Comments:						

			<i>Inspector's Signature</i>			

				<i>Principal's Signature</i>		