



SCHOOL SELF-INSPECTION FORM

Questions about safety or risk control?

Contact our specialists at customer-care@adventistrisk.org

SCHOOL:		DATE:	
EVALUATOR:		NUMBER OF STUDENTS:	
		DORM STUDENTS:	

▶ SECTION A: GENERAL

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing campers, as applicable)	<input type="radio"/>	<input type="radio"/>				
2. Evacuation Plans posted	<input type="radio"/>	<input type="radio"/>				
3. Assembly room occupant capacity posted	<input type="radio"/>	<input type="radio"/>				
4. Two fire drills conducted during first month of school. One drill per month during the remainder of the school year	<input type="radio"/>	<input type="radio"/>				
5. Fire alarm system tested during drills	<input type="radio"/>	<input type="radio"/>				
6. Automatic sprinkler systems receive annual professional maintenance	<input type="radio"/>	<input type="radio"/>				
7. Earthquake or other drills, as required by local jurisdiction	<input type="radio"/>	<input type="radio"/>				
8. Dormitory fire drills conducted at least quarterly	<input type="radio"/>	<input type="radio"/>				
9. Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)	<input type="radio"/>	<input type="radio"/>				
10. School personnel visually inspect extinguishers monthly for adequate pressure or tampering	<input type="radio"/>	<input type="radio"/>				
11. Lighting adequate	<input type="radio"/>	<input type="radio"/>				
12. Good housekeeping	<input type="radio"/>	<input type="radio"/>				



▷ SECTION A: GENERAL (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Doors in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
14. Exit doors open in direction of exit travel	YES <input type="radio"/>	NO <input type="radio"/>				
15. All exit doors kept unlocked during occupancy	YES <input type="radio"/>	NO <input type="radio"/>				
16. Main exit doors equipped with panic hardware	YES <input type="radio"/>	NO <input type="radio"/>				
17. Building free from signs of roof of pipe leakage	YES <input type="radio"/>	NO <input type="radio"/>				
18. Windows free of cracks and breaks	YES <input type="radio"/>	NO <input type="radio"/>				
19. Electrical wiring in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
20. Covered trash containers throughout	YES <input type="radio"/>	NO <input type="radio"/>				
21. GFCI Protection within 6 feet of sinks, etc.	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION B: ELECTRICAL/MECHANICAL ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Multipurpose fire extinguisher provided	YES <input type="radio"/>	NO <input type="radio"/>				
2. Smoke/heat detectors provided	YES <input type="radio"/>	NO <input type="radio"/>				
3. 3-foot clearance maintained in front of and below electrical panels and equipment	YES <input type="radio"/>	NO <input type="radio"/>				
4. Room is free of flammable and combustible storage	YES <input type="radio"/>	NO <input type="radio"/>				
5. Access door fire rated and self-closing	YES <input type="radio"/>	NO <input type="radio"/>				
6. Mechanical, electrical and air-conditioning systems inspected and serviced annually	YES <input type="radio"/>	NO <input type="radio"/>				
7. Good housekeeping	YES <input type="radio"/>	NO <input type="radio"/>				
8. No holes in walls or ceilings (poke-throughs)	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION C: CORRIDORS/HALLWAYS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Corridors, exits and stairs free of storage or other obstructions	YES <input type="radio"/>	NO <input type="radio"/>				
2. All dead-end corridors properly labeled	YES <input type="radio"/>	NO <input type="radio"/>				
3. Exit signs and lights in place and working properly	YES <input type="radio"/>	NO <input type="radio"/>				
4. Smoke/fire doors kept closed	YES <input type="radio"/>	NO <input type="radio"/>				
5. Emergency lighting in place/tested/operating properly	YES <input type="radio"/>	NO <input type="radio"/>				
6. Fire extinguishers provided and tagged	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION D: WALKING AND WORKING SURFACES**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Floor surfaces, steps, etc., in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
2. Uniform step heights on stairs	YES <input type="radio"/>	NO <input type="radio"/>				
3. Handrails at all steps	YES <input type="radio"/>	NO <input type="radio"/>				
4. Handrails properly secured	YES <input type="radio"/>	NO <input type="radio"/>				
5. Mid-rails on open sides of steps	YES <input type="radio"/>	NO <input type="radio"/>				
6. Rails, mid-rails and toe boards for balconies and overhead storage	YES <input type="radio"/>	NO <input type="radio"/>				
7. Floors free of tripping hazards and slippery surfaces	YES <input type="radio"/>	NO <input type="radio"/>				
8. "Wet Floor" signs used after mopping operations	YES <input type="radio"/>	NO <input type="radio"/>				
9. Carpets free of tears and wrinkles	YES <input type="radio"/>	NO <input type="radio"/>				
10. Floor openings properly guarded	YES <input type="radio"/>	NO <input type="radio"/>				
11. Full-length glass doors and windows properly marked with trim or decals	YES <input type="radio"/>	NO <input type="radio"/>				
12. Proper lighting	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION D: WALKING AND WORKING SURFACES**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Floor surfaces, steps, etc., in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
2. Uniform step heights on stairs	YES <input type="radio"/>	NO <input type="radio"/>				
3. Handrails at all steps	YES <input type="radio"/>	NO <input type="radio"/>				
4. Handrails properly secured	YES <input type="radio"/>	NO <input type="radio"/>				
5. Mid-rails on open sides of steps	YES <input type="radio"/>	NO <input type="radio"/>				
6. Rails, mid-rails and toe boards for balconies and overhead storage	YES <input type="radio"/>	NO <input type="radio"/>				
7. Floors free of tripping hazards and slippery surfaces	YES <input type="radio"/>	NO <input type="radio"/>				
8. "Wet Floor" signs used after mopping operations	YES <input type="radio"/>	NO <input type="radio"/>				
9. Carpets free of tears and wrinkles	YES <input type="radio"/>	NO <input type="radio"/>				
10. Floor openings properly guarded	YES <input type="radio"/>	NO <input type="radio"/>				
11. Full-length glass doors and windows properly marked with trim or decals	YES <input type="radio"/>	NO <input type="radio"/>				
12. Proper lighting	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION E: CAFETERIA/KITCHEN**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Hood and duct fire suppression with semi-annual service/maintenance (tag current)	YES <input type="radio"/>	NO <input type="radio"/>				
2. Multi-purpose extinguisher provided/tagged	YES <input type="radio"/>	NO <input type="radio"/>				
3. Vents/filters cleaned regularly—documented	YES <input type="radio"/>	NO <input type="radio"/>				
4. Smoke/heat detectors in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
5. Food is not stored on floors	YES <input type="radio"/>	NO <input type="radio"/>				
6. Food in coolers/freezers covered	YES <input type="radio"/>	NO <input type="radio"/>				
7. Safety latches on all coolers/freezers	YES <input type="radio"/>	NO <input type="radio"/>				
8. Floors kept clean/free of spills	YES <input type="radio"/>	NO <input type="radio"/>				
9. Portable signs used to indicate wet floors/hazards in kitchen and lunchroom	YES <input type="radio"/>	NO <input type="radio"/>				
10. Tables and chairs in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
11. All exits clearly marked with visible approved signs	YES <input type="radio"/>	NO <input type="radio"/>				
12. Unused folding chairs and tables stored in racks—not leaned against walls	YES <input type="radio"/>	NO <input type="radio"/>				
13. Periodic knife sharpening	YES <input type="radio"/>	NO <input type="radio"/>				
14. Steel mesh gloves used when cutting foods	YES <input type="radio"/>	NO <input type="radio"/>				
15. Bowl lock handles operable and used on Hobart mixers	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION E: CAFETERIA/KITCHEN (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
16. Hot water tanks secured and equipped with pressure relief valves	YES <input type="radio"/>	NO <input type="radio"/>				
17. Hot foods held above 140°F (60°C)	YES <input type="radio"/>	NO <input type="radio"/>				
18. Cold foods held below 40°F (4.4°C)	YES <input type="radio"/>	NO <input type="radio"/>				
19. Freezer at 0°F (-17.8°C)	YES <input type="radio"/>	NO <input type="radio"/>				
20. GFCI Protection within 6' of sinks, etc.	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION F: OFFICES/WORKROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Fire extinguisher available/tagged	YES <input type="radio"/>	NO <input type="radio"/>				
2. Electrical cords/plugs in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
3. Aisles and lanes free of electrical cords, phone cords or other hazards	YES <input type="radio"/>	NO <input type="radio"/>				
4. No extension cords used (limited power strip use acceptable)	YES <input type="radio"/>	NO <input type="radio"/>				
5. Finger guards on paper cutters, and cutting arm stays up when raised and released	YES <input type="radio"/>	NO <input type="radio"/>				
6. Good ergonomic positioning of computer workstations	YES <input type="radio"/>	NO <input type="radio"/>				
7. Adequate access to equipment	YES <input type="radio"/>	NO <input type="radio"/>				
8. Good housekeeping in storage rooms	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION G: SCIENCE ROOMS/LABS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Heat/smoke detectors present where open flame used	YES <input type="radio"/>	NO <input type="radio"/>				
2. Non-asbestos fire blankets provided	YES <input type="radio"/>	NO <input type="radio"/>				
3. Emergency eyewash provided/tested regularly	YES <input type="radio"/>	NO <input type="radio"/>				
4. Emergency shower provided/tested regularly	YES <input type="radio"/>	NO <input type="radio"/>				
5. Safety goggles provided and used	YES <input type="radio"/>	NO <input type="radio"/>				
6. Fire extinguisher with current tag	YES <input type="radio"/>	NO <input type="radio"/>				
7. First aid kit provided/maintained	YES <input type="radio"/>	NO <input type="radio"/>				
8. Chemical containers labeled and stored properly	YES <input type="radio"/>	NO <input type="radio"/>				
9. Material Safety Data Sheets (MSDS) for all chemicals	YES <input type="radio"/>	NO <input type="radio"/>				
10. Posted lab safety rules/procedures	YES <input type="radio"/>	NO <input type="radio"/>				
11. Good housekeeping	YES <input type="radio"/>	NO <input type="radio"/>				
12. Emergency gas shutoffs in each lab	YES <input type="radio"/>	NO <input type="radio"/>				
13. GFCI Protection within 6' of sinks, etc.	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION H: GENERAL CLASSROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Aisles and lanes free of electrical cords, phone cords or other hazards	YES <input type="radio"/>	NO <input type="radio"/>				
2. Finger guards on paper cutters, and cutting arm stays up when raised and released	YES <input type="radio"/>	NO <input type="radio"/>				
3. Hazardous chemicals stored in locked cabinets or out of the reach of children	YES <input type="radio"/>	NO <input type="radio"/>				
4. Audiovisual equipment strapped to wide-based, stable carts	YES <input type="radio"/>	NO <input type="radio"/>				
5. Good housekeeping in storage closets	YES <input type="radio"/>	NO <input type="radio"/>				
6. GFCI Protection within 6' of sinks, etc.	YES <input type="radio"/>	NO <input type="radio"/>				
7. No extension cords used (limited power strip use acceptable)	YES <input type="radio"/>	NO <input type="radio"/>				
8. Evacuation plans posted in each classroom	YES <input type="radio"/>	NO <input type="radio"/>				
9. Fire retardant paper used for decorations	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION I: INDUSTRIAL ARTS/SHOP**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Smoke/heat detectors provided	YES <input type="radio"/>	NO <input type="radio"/>				
2. Sprinkler system provided/serviced and tagged	YES <input type="radio"/>	NO <input type="radio"/>				
3. Fire extinguisher(s) with current tag	YES <input type="radio"/>	NO <input type="radio"/>				
4. Non-asbestos fire blanket	YES <input type="radio"/>	NO <input type="radio"/>				
5. Emergency eyewash provided and tested	YES <input type="radio"/>	NO <input type="radio"/>				
6. Emergency shower provided and tested regularly (if needed)	YES <input type="radio"/>	NO <input type="radio"/>				
7. Safety glasses provided and used	YES <input type="radio"/>	NO <input type="radio"/>				
8. First aid kit provided and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
9. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials	YES <input type="radio"/>	NO <input type="radio"/>				
10. Power shutoffs provided/accessible	YES <input type="radio"/>	NO <input type="radio"/>				
11. Lockout/tagout procedures in place	YES <input type="radio"/>	NO <input type="radio"/>				
12. Adequate equipment operating space	YES <input type="radio"/>	NO <input type="radio"/>				
13. Aisles marked around equipment	YES <input type="radio"/>	NO <input type="radio"/>				
14. Machine guards provided and used	YES <input type="radio"/>	NO <input type="radio"/>				
15. Radial arm head returns to starting position when released	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION I: INDUSTRIAL ARTS/SHOP (continued...)**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
16. All electrical equipment double-insulated or grounded	YES <input type="radio"/>	NO <input type="radio"/>				
17. Electrical cords/plugs in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
18. Electrical panels accessible (3-foot clearance)	YES <input type="radio"/>	NO <input type="radio"/>				
19. Dust collection systems provided and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
20. Good ventilation provided	YES <input type="radio"/>	NO <input type="radio"/>				
21. Spray booths filtered/sprinklers provided/explosion-proof fixtures and boxes	YES <input type="radio"/>	NO <input type="radio"/>				
22. Good housekeeping	YES <input type="radio"/>	NO <input type="radio"/>				
23. Safety rules posted	YES <input type="radio"/>	NO <input type="radio"/>				
24. Oily rags stored in covered containers	YES <input type="radio"/>	NO <input type="radio"/>				
25. Flammables stored in flammable storage cabinet	YES <input type="radio"/>	NO <input type="radio"/>				
26. Compressed gas cylinders properly secured	YES <input type="radio"/>	NO <input type="radio"/>				
27. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION J: GYMNASIUMS/AUDITORIUMS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Emergency lighting provided and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
2. Lighted exit signs provided and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
3. Fire extinguishers properly located/tagged	YES <input type="radio"/>	NO <input type="radio"/>				
4. Access to exits unobstructed	YES <input type="radio"/>	NO <input type="radio"/>				
5. Bleachers/seating in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
6. Smoke/heat detectors over stage	YES <input type="radio"/>	NO <input type="radio"/>				
7. Sprinklers over stage	YES <input type="radio"/>	NO <input type="radio"/>				
8. Curtains/scenery treated with flame retardant	YES <input type="radio"/>	NO <input type="radio"/>				
9. Access to catwalks/elevated stairs controlled	YES <input type="radio"/>	NO <input type="radio"/>				
10. Fly weights, ropes, cables in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
11. Electrical wiring for stage lights grounded/maintained	YES <input type="radio"/>	NO <input type="radio"/>				
12. Storage of combustibles limited	YES <input type="radio"/>	NO <input type="radio"/>				
13. Good housekeeping	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION K: LOCKER ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Emergency lighting provided and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
2. Access to exits in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
3. Lockers secured to walls	YES <input type="radio"/>	NO <input type="radio"/>				
4. Lighting fixtures sealed	YES <input type="radio"/>	NO <input type="radio"/>				
5. GFCI Protection within 6' of sinks, etc.	YES <input type="radio"/>	NO <input type="radio"/>				
6. Housekeeping is adequate	YES <input type="radio"/>	NO <input type="radio"/>				
7. No lint buildup behind clothes dryers	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION L: MAINTENANCE SHOPS**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Smoke/heat detectors provided	YES <input type="radio"/>	NO <input type="radio"/>				
2. Sprinkler system provided/serviced and tagged	YES <input type="radio"/>	NO <input type="radio"/>				
3. Fire extinguisher(s) with current tag	YES <input type="radio"/>	NO <input type="radio"/>				
4. Non-asbestos fire blanket	YES <input type="radio"/>	NO <input type="radio"/>				
5. Emergency eyewash provided and tested	YES <input type="radio"/>	NO <input type="radio"/>				
6. Emergency shower provided and tested regularly (if needed)	YES <input type="radio"/>	NO <input type="radio"/>				
7. Safety glasses provided and used	YES <input type="radio"/>	NO <input type="radio"/>				
8. First aid kit provided and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
9. Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials	YES <input type="radio"/>	NO <input type="radio"/>				
10. Power shutoffs provided/accessible	YES <input type="radio"/>	NO <input type="radio"/>				
11. Lockout/tagout procedures in place	YES <input type="radio"/>	NO <input type="radio"/>				
12. Adequate equipment operating space	YES <input type="radio"/>	NO <input type="radio"/>				
13. Aisles marked around equipment	YES <input type="radio"/>	NO <input type="radio"/>				
14. Machine guards provided and used	YES <input type="radio"/>	NO <input type="radio"/>				
15. Radial arm head returns to starting position when released	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION L: MAINTENANCE SHOPS (continued...)**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
16. All electrical equipment double-insulated or grounded	<input type="radio"/>	<input type="radio"/>				
17. Electrical cords/plugs in good repair	<input type="radio"/>	<input type="radio"/>				
18. Electrical panels accessible (3-foot clearance)	<input type="radio"/>	<input type="radio"/>				
19. Good ventilation provided	<input type="radio"/>	<input type="radio"/>				
20. Dust collection systems provided and maintained	<input type="radio"/>	<input type="radio"/>				
21. Spray booths filtered/sprinklers provided/explosion-proof fixtures and boxes	<input type="radio"/>	<input type="radio"/>				
22. Housekeeping is adequate	<input type="radio"/>	<input type="radio"/>				
23. Safety rules posted	<input type="radio"/>	<input type="radio"/>				
24. Flammables stored in flammable storage cabinet	<input type="radio"/>	<input type="radio"/>				
25. Flammables kept away from open flame, hot surfaces and electrical exposure	<input type="radio"/>	<input type="radio"/>				
26. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided	<input type="radio"/>	<input type="radio"/>				
27. Ladders in good repair	<input type="radio"/>	<input type="radio"/>				
28. Only fiberglass or wood ladders used near electrical exposures	<input type="radio"/>	<input type="radio"/>				
29. Oily rags and mops stored in covered containers	<input type="radio"/>	<input type="radio"/>				
30. Compressed gas cylinders properly secured	<input type="radio"/>	<input type="radio"/>				



▷ SECTION M: HOME ECONOMICS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Smoke/heat detectors provided	YES <input type="radio"/>	NO <input type="radio"/>				
2. Non-bestos fire blanket provided	YES <input type="radio"/>	NO <input type="radio"/>				
3. Fire extinguisher available/tagged	YES <input type="radio"/>	NO <input type="radio"/>				
4. Electrical cords/plugs in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
5. Emergency gas shut-offs provided/ accessible	YES <input type="radio"/>	NO <input type="radio"/>				
6. Safety rules posted	YES <input type="radio"/>	NO <input type="radio"/>				
7. GFCI Protection within 6 feet of sinks, etc.	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION N: BUILDING EXTERIOR

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Sidewalks in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
2. Parking lots in good repair	YES <input type="radio"/>	NO <input type="radio"/>				
3. Handrails provided on all steps	YES <input type="radio"/>	NO <input type="radio"/>				
4. Weeds, trees, shrubs, trash adequately controlled	YES <input type="radio"/>	NO <input type="radio"/>				
5. No broken windows	YES <input type="radio"/>	NO <input type="radio"/>				
6. Brickwork in good condition	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION 0: SECURITY**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Employment applications required	YES <input type="radio"/>	NO <input type="radio"/>				
2. Employee background checks performed	YES <input type="radio"/>	NO <input type="radio"/>				
3. Review and follow up on staff references	YES <input type="radio"/>	NO <input type="radio"/>				
4. Facility access controlled (fenced and gated)	YES <input type="radio"/>	NO <input type="radio"/>				
5. Off-limits areas posted and secured	YES <input type="radio"/>	NO <input type="radio"/>				
6. Key control measures in effect (structures and vehicles)	YES <input type="radio"/>	NO <input type="radio"/>				
7. Facility periodically re-keyed	YES <input type="radio"/>	NO <input type="radio"/>				
8. More than one person assigned to work with cash and disbursements	YES <input type="radio"/>	NO <input type="radio"/>				
9. Night watch	YES <input type="radio"/>	NO <input type="radio"/>				
10. Lighting adequate	YES <input type="radio"/>	NO <input type="radio"/>				
11. Screens on lower windows	YES <input type="radio"/>	NO <input type="radio"/>				
12. Shrubbery trimmed to eliminate shadows/hiding areas	YES <input type="radio"/>	NO <input type="radio"/>				
13. Written weapons and violence prevention policy	YES <input type="radio"/>	NO <input type="radio"/>				
14. Scrutiny for possibility of weapons	YES <input type="radio"/>	NO <input type="radio"/>				

**▷ SECTION P: TRANSPORTATION**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Vehicle use restricted only to official school activities	YES <input type="radio"/>	NO <input type="radio"/>				
2. Keys removed and vehicles locked when not in use	YES <input type="radio"/>	NO <input type="radio"/>				
3. Scheduled maintenance of owned and non-owned vehicles used in school activities	YES <input type="radio"/>	NO <input type="radio"/>				
4. Vehicle maintenance documented	YES <input type="radio"/>	NO <input type="radio"/>				
5. Vehicles have current registration	YES <input type="radio"/>	NO <input type="radio"/>				
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Dept. of Transportation (state laws may vary)	YES <input type="radio"/>	NO <input type="radio"/>				
7. U.S. Department of Transportation phone number posted prominently in applicable vehicles	YES <input type="radio"/>	NO <input type="radio"/>				
8. Seat belt policy strictly enforced for drivers and passengers	YES <input type="radio"/>	NO <input type="radio"/>				
9. Driver training for vans with a passenger capacity of 15 or more, 1-ton trucks or larger, and semi truck/trailer rigs (state laws may vary)	YES <input type="radio"/>	NO <input type="radio"/>				
10. School policy forbidding staff and/or students in back of pickups and/or trucks	YES <input type="radio"/>	NO <input type="radio"/>				
11. Drivers required to utilize approved routes	YES <input type="radio"/>	NO <input type="radio"/>				
12. Drivers not allowed to carry unauthorized passengers	YES <input type="radio"/>	NO <input type="radio"/>				
13. Drivers complete daily vehicle check-off list	YES <input type="radio"/>	NO <input type="radio"/>				
14. Drivers complete a driver's application form	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION P: TRANSPORTATION (continued...)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
15. Drivers at least 21 years of age	YES <input type="radio"/>	NO <input type="radio"/>				
16. Drivers in good health	YES <input type="radio"/>	NO <input type="radio"/>				
17. Driver's license current and suitable for the type of vehicle being driven	YES <input type="radio"/>	NO <input type="radio"/>				
18. No more than two traffic citations during the past three years	YES <input type="radio"/>	NO <input type="radio"/>				
19. No at-fault accidents during the past three years	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION Q: FIRST AID

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Doctor on premises	YES <input type="radio"/>	NO <input type="radio"/>				
2. Nurse on premises	YES <input type="radio"/>	NO <input type="radio"/>				
3. Specific area set aside for medical aid	YES <input type="radio"/>	NO <input type="radio"/>				
4. Cross-section of staff currently first aid/CPR trained	YES <input type="radio"/>	NO <input type="radio"/>				
5. Log of injuries, sickness and treatments kept	YES <input type="radio"/>	NO <input type="radio"/>				
6. Log of incidents and accidents kept (OSHA 300 and 301)	YES <input type="radio"/>	NO <input type="radio"/>				
7. All medicines and equipment locked away and strictly controlled	YES <input type="radio"/>	NO <input type="radio"/>				
8. First aid kits readily accessible and located throughout the school facilities	YES <input type="radio"/>	NO <input type="radio"/>				
9. First aid supplies and medications replenished as needed and checked yearly for date of expiration	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION R: EMPLOYEE SAFETY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Adult and student employees trained and experienced for tasks/equipment operated, etc.	YES <input type="radio"/>	NO <input type="radio"/>				
2. Training documented	YES <input type="radio"/>	NO <input type="radio"/>				
3. Chemical/Hazardous Material training provided	YES <input type="radio"/>	NO <input type="radio"/>				
4. Material Safety Data Sheets (MSDS) maintained for all chemicals	YES <input type="radio"/>	NO <input type="radio"/>				
5. Fall protection equipment used per OSHA standards	YES <input type="radio"/>	NO <input type="radio"/>				
6. Lockout/tagout policy in place	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION S: PLAYGROUNDS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Playground complies with Consumer Product Safety Commission guidelines	YES <input type="radio"/>	NO <input type="radio"/>				
2. Resilient materials beneath equipment	YES <input type="radio"/>	NO <input type="radio"/>				
3. Adequate separation from equipment	YES <input type="radio"/>	NO <input type="radio"/>				
4. No splinters or projections	YES <input type="radio"/>	NO <input type="radio"/>				
5. Equipment and surfaces inspected and maintained	YES <input type="radio"/>	NO <input type="radio"/>				
6. Supervision present	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION T: ACTIVITIES/FIELD TRIPS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Field Trip Pre-Planning (see the Field Trip/Outing Planner at www.adventistrisk.org)	YES <input type="radio"/>	NO <input type="radio"/>				
2. Permission slips obtained	YES <input type="radio"/>	NO <input type="radio"/>				
3. Medical release forms available in each vehicle	YES <input type="radio"/>	NO <input type="radio"/>				
4. Ample supervision provided for all activities	YES <input type="radio"/>	NO <input type="radio"/>				
5. Knowledgeable supervision for each activity	YES <input type="radio"/>	NO <input type="radio"/>				
6. Protective equipment used as required by specific activities	YES <input type="radio"/>	NO <input type="radio"/>				
7. Sports activities require warm-up period	YES <input type="radio"/>	NO <input type="radio"/>				



▷ SECTION U: SUPERVISION

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Experienced supervisors in charge of all activities	YES <input type="radio"/>	NO <input type="radio"/>				
2. Supervisors required to demonstrate proficiency in activity they supervise	YES <input type="radio"/>	NO <input type="radio"/>				
3. Supervisors for hazardous activities professionally trained	YES <input type="radio"/>	NO <input type="radio"/>				
4. Supervisors for extra hazardous activities professional trained and certified (where applicable)	YES <input type="radio"/>	NO <input type="radio"/>				
5. Supervision for off-premises school activities	YES <input type="radio"/>	NO <input type="radio"/>				