

**SPECIAL EDUCATION ELEMENTARY & INTERMEDIATE SCHOOLS
MONTHLY SELF-INSPECTION REPORT BY CLASSROOM TEACHER**

Retain this form in member safety file or review by JPA Risk Control Consultant.

Member: Siskiyou County Office of Education Date of Inspection: _____

Teacher/Inspector Name: _____

School Sites: (check the box or which site you are inspecting)

- | | | |
|--|---|---|
| <input type="checkbox"/> Butte Valley SDC | <input type="checkbox"/> COS Transition | <input type="checkbox"/> Evergreen SDC |
| <input type="checkbox"/> Happy Camp SDC | <input type="checkbox"/> Jackson Street SDC 1 | <input type="checkbox"/> Jackson Street SDC 2 |
| <input type="checkbox"/> Gold Street Preschool | <input type="checkbox"/> RWS K-8 (Sisson Campus) | <input type="checkbox"/> RWS HS (Discovery Campus) |
| <input type="checkbox"/> Scott Valley SDC | <input type="checkbox"/> So Co SDC 1 (In Mt. Shasta Elementary) | <input type="checkbox"/> So Co SDC 2 (Portable @ Mt. Shasta Elementary) |
| <input type="checkbox"/> YHS SDC | <input type="checkbox"/> Mt Shasta Portable (Temp Vacant) | |

This self-inspection survey is designed only as a guide for your use. It is not intended, nor should it be construed as meeting any obligation that may be imposed upon you under any federal, state or local laws, rules or regulations.

CLASSROOM / OFFICES / SPECIAL ED ROOMS

		YES	NO	N/A
1	Are filing cabinets secured to wall, floor, or bolted together?			
2	Are bookshelves and metal shelves secured to wall or each other?			
3	Are all books and supplies stores so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.			
4	Are overhead combustible storage materials kept at least 24 inches from ceiling panels, lights, and electrical equipment?			
5	Are TV's, VCR's, etc. strapped or bolted to VCR cart or shelf?			
6	Is protective equipment used when handling corrosive or toxic substances?			
7	Are flammable liquids stored in approved containers?			
8	Are flammable materials attached to ceilings?			
9	Are portable fire extinguishers mounted on walls and locations clearly marked?			
10	Are employees instructed in fire emergency procedures – signs/maps posted for emergency exits?			
11	Are storage rooms and closets free of accumulated combustible waste materials?			
12	Are decorations made of non-flammable materials?			
13	Are waste and recycle containers emptied promptly?			

		YES	NO	N/A
14	Are oily rags disposed of in non-combustible containers?			
15	Are fire exits clearly marked and accessible?			
16	Are aisles and passageways unobstructed for at least 44 inches?			
17	Are chemicals and toxic materials kept in labeled containers?			
18	Is adequate space provided for storage of tools and materials?			
19	Is lighting and ventilation adequate in all areas?			
20	Are electrical cords and cables secured to prevent tripping hazards?			
21	Are stairways equipped with standard handrails and non-slip tread surface?			
22	Is access to electrical panels unobstructed?			
23	Are floors buffed with non-slip compound?			
24	Is electrical equipment (coffee, urns, hot plates, typewriters, lamps, clocks, refrigerators, etc.) grounded with 3-prong plug (no plug adapters) or double insulated and turned off when not in use?			
25	Is paper cutter equipped with latching device, safety guard, and spring adjusted to hold blade in position?			
26	Are emergency eye wash stations and deluge showers tested and each test logged?			
27	Multiple outlet strips not connected end-to-end and additional outlets are needed?			
28	Are covers over windows removed inside exit doors?			
29	Are step stools provided?			
30	Is 36 inches of clearance from combustibles maintained around all electrical panels?			
31	Are underground "two-wire" extension cords prohibited from use?			
32	Is any wiring exposed at electrical plugs due to failed insulations connections?			
33	Are anti-slip door mats provided?			

**ATTACH A SEPARATE PIECE OF PAPER AS TO CORRECTIVE ACTIONS BEING TAKEN
(Refer to item number).**