

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

Member: Siskiyou County Office of Education

Date of Inspection: _____

Classroom Tchr./Inspec. Name: _____

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

- Dorris SDC Evergreen SDC Jackson St. SDC North County Preschool
- Weed Elem. SDC Gazelle Portable Mt. Shasta Elem. Preschool
- Early Head Start Happy Camp SDC Sisson Special Ed. Building
- Etna Elementary

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

- Etna High SDC COS SDC SCOE Mt. Shasta High Portable
- Yreka High Portable Court School Evergreen Annex

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.

CLASSROOMS / OFFICES / SPECIAL ED ROOMS

	Yes	No	N/A
1. <u>Are filing cabinets secured to wall, floor, or bolted together?</u>			
2. <u>Are bookshelves and metal shelves secured to wall or each other?</u>			
3. <u>Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)</u>			
4. <u>Are overhead combustible storage materials kept at least 24 inches from ceiling panels, lights, and electrical equipment?</u>			
5. <u>Are TV's, VCR's, etc. strapped or bolted to VCR cart or shelf?</u>			
6. <u>Is protective equipment used when handling corrosive or toxic substances?</u>			
7. <u>Are flammable liquids stored in approved containers?</u>			
8. <u>Are flammable materials attached to ceilings?</u>			
9. <u>Are portable fire extinguishers mounted on walls and locations clearly marked?</u>			
10. <u>Are employees instructed in fire emergency procedures - signs/maps posted for emergency exits?</u>			
11. <u>Are storage rooms and closets free of accumulated combustible waste materials?</u>			
12. <u>Are decorations made of non-flammable materials?</u>			
13. <u>Are waste and recycle containers emptied promptly?</u>			
14. <u>Are oily rags disposed of in non-combustible containers?</u>			
15. <u>Are fire exits clearly marked and accessible?</u>			
16. <u>Are aisles and passageways unobstructed for at least 44 inches?</u>			
17. <u>Are chemicals and toxic materials kept in labeled containers?</u>			
18. <u>Is adequate space provided for storage of tools and materials?</u>			
19. <u>Is lighting and ventilation adequate in all areas?</u>			
20. <u>Are electrical cords and cables secured to prevent tripping hazards?</u>			
21. <u>Are stairways equipped with standard handrails and non-slip tread surface?</u>			
22. <u>Is access to electrical panels unobstructed?</u>			
23. <u>Are floors buffed with non-slip compound?</u>			

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, are additional outlets 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 insulation connections?			
33.	Are anti-slip door mats provided?			

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