

Monthly Building Safety Checklist

	Task	Procedure	Date Completed	Work Order Number (If Needed)	Initials
1	Check all building emergency lighting devices	Push/engage the test button/switch for 30 secs on each emergency light to ensure it operates properly.			
2	Check all exit signs in the building to ensure proper operation	Push/engage the test button/switch on all exit signs equipped with lighting to ensure the exit sign lights are working properly			
3	Ensure all panic and fire exit hardware operable on all exit doors	Test each exit device/panic hardware on all doors that are subject to use by 100 individuals or more to ensure device is working properly.			
		Ensure that each of these doors open freely without any obstruction.			
4	Check all fire extinguishers in the building for proper charge	Ensure each extinguisher meter is registering in the green area of the meter			
		Ensure that each extinguisher has a current inspection tag attached			
		Ensure that each extinguishers safety pin/ring is attached and in place.			
5	Ensure that all hallways, stairways and exits are free of obstructions.	Ensure there is a clear path for ingress and egress (ex: teacher desk, student desk, cabinets, large garbage cans)			
6	Ensure 80% of wall space is free of flammable materials	Artwork and teaching materials are not allowed on more than 20% of the wall area in building areas not equipped with building sprinkler systems or 50% of wall space for areas that are covered by a building sprinkler system			
7	Ensure that all mechanical and electrical rooms are not being used for storage	Ensure that no items are stored within three feet of any electric panel or transformer			
8	Ensure that all flammable and combustible liquids and gases are stored in proper areas and containers	All fuel for grounds equipment must be stored in equipment shed and never inside the main building			
		All propane tanks must be stored in locked storage bin when not in actual use			



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9	Ensure that all fire doors in the building close properly when the fire alarm is tested monthly	All fire doors should release from hold open devices and completely close when fire alarm is activated			
10	Ensure operation of all exterior lighting	Check parking lot lights for operation			
		Check all exterior building lights for operation			
11	Make sure your Fire Marshal folder is complete and up to date	Verify the current items are in the folder (Sprinkler Inspection, Building Inspection, Kitchen Hood Inspections, Fire Alarm Inspection)			
12	Check the AED battery	Once the door of the AED cabinet is open, listen for a low battery chirp. If a chirp is heard, change the battery. If no chirp is heard, close the door.			
13	Check storm drains for cracked, rusted or damaged grates	If damage is found contact Maintenance Department immediately			
14	Grounds check	Check for tripping hazards and holes within 50 feet from building			
		Check sidewalks around building for cracks, tripping hazards			

Additional Comments: