School Inspection Checklist

A facility inspection checklist covering safety, maintenance, compliance and grounds.

Inspected by _____ Date _____

Unit / ID _____ Location _____

Safety systems	OK	DEFECT	N/A
Test fire alarms and smoke detectors.	☐	☐	☐
Inspect extinguishers for charge, tags and access.	☐	☐	☐
Check sprinkler and suppression systems.	☐	☐	☐
Confirm emergency lighting and exit signs work.	☐	☐	☐
Verify exits and fire doors open and latch. Confirm no exits are blocked or chained.	☐	☐	☐
Check first-aid kits and AED units are stocked.	☐	☐	☐

Building maintenance	OK	DEFECT	N/A
Inspect the roof, gutters and ceilings for leaks.	☐	☐	☐
Check HVAC operation and replace filters.	☐	☐	☐
Test plumbing for leaks and water pressure.	☐	☐	☐
Inspect electrical panels, outlets and wiring.	☐	☐	☐
Check doors, windows and locks for function.	☐	☐	☐
Examine floors, stairs and railings for damage.	☐	☐	☐

Compliance and documentation	OK	DEFECT	N/A
Confirm permits and certificates are current.	☐	☐	☐
Review inspection records and prior findings.	☐	☐	☐
Check accessibility features meet requirements.	☐	☐	☐
Verify safety data sheets are accessible.	☐	☐	☐
Confirm occupancy limits and signage are posted.	☐	☐	☐
Log all findings with date and assigned owner.	☐	☐	☐

Sanitation	OK	DEFECT	N/A
Inspect restrooms for cleanliness and supplies.	☐	☐	☐
Check kitchen and cafeteria food-safety conditions.	☐	☐	☐
Confirm trash and waste are managed properly.	☐	☐	☐
Look for signs of pests or infestation.	☐	☐	☐
Verify cleaning chemicals are stored safely.	☐	☐	☐
Check ventilation and air quality in key areas.	☐	☐	☐

Grounds and exterior	OK	DEFECT	N/A
Inspect playground equipment for damage and wear.	☐	☐	☐
Check walkways and parking for trip hazards.	☐	☐	☐
Confirm exterior lighting works after dark.	☐	☐	☐
Examine fencing, gates and perimeter security.	☐	☐	☐
Clear drainage and check for standing water.	☐	☐	☐
Verify signage and markings are visible.	☐	☐	☐

Notes / defects found