

# School Inspection Checklist

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

## Safety systems

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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

- ☐ 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.