



## Safety and Security Quick Audit Observation List

1. All school approved chemicals found in classrooms should be secured behind a locked door and accompanied with MSDS (SDS) sheets. All staff using school approved cleaning products must be trained in the proper usage and handling of such products as required by the Texas Hazard Communication Act (Section 502.007, Health and Safety Code).
2. Campus sign-in procedures to be evaluated to ensure there is consistency and all visitors & vendors/contractors sign in.
3. All food items must be stored in airtight containers.
4. Lamps (high temperature bulbs) accessible to students need to be removed. (1<sup>st</sup>/2<sup>nd</sup> degree burns)
5. Appropriate storage of flammable paint cans & chemicals must be secured. (Flammable Cabinets)
6. All TVs must be secured on carts with an appropriate adjustable strap.
7. All exits from office/classroom, including exit windows, must be kept clear of equipment and furniture. (No obstructions to fire exits)
8. Fire Pull Stations must not be obstructed and readily accessible.
9. Restrooms and shower areas in the classrooms should not be used as storage rooms.
10. Classroom storage rooms to be kept in a clean manner.
11. Staff personal belongings (purses, cell phones, keys, etc.) should be secured behind locked door.
12. Door vents need to be installed in computer server rooms (Sufficient Ventilation).



13. All Electrical panels not to be obstructed.
14. 36 inches (3 feet area around any electrical mechanism) (Servers etc).
15. Electrical and Boiler rooms not to be used as storage rooms.
16. All facility building entrances should have appropriate signage (drug/weapon/tobacco free sign; All visitors must report to office).
17. Fire extinguisher (s) should not be obstructed and should be readily accessible in case of an emergency.
18. All student and staff restrooms to have hand hygiene signage.
19. For grades 7-12, the law on Steroid/Hazing Mandatory Posting must be observed in dressing rooms, PE classrooms, weight rooms, etc.
20. No open flames at any time in the classroom/offices (No Candles) except for science and chemistry lab experiments.
21. All extension cords must be over 6' long and use for temporary use only; No household extension cords are allowed in work area. (If must use, connected directly to a electrical receptacle.
22. Art and decorations in classrooms and hallways follow fire code requirements (80/20 rule)
23. All doors must be free of flammable/combustible materials, interior and exterior of doors.
24. All employees must have knowledge and training of the location of the nearest fire extinguisher and know how to use the extinguisher.
25. Fire rated doors must be kept closed at all times.
26. The use of plug-ins or scented oil rings heated by lamp bulbs not allowed. (Fire Hazard)
27. Live plants must be maintained in a healthy and clean condition or removed (mold and fungus buildup)



28. GFCI (ground fault circuit interrupter) electrical outlets in use within 6 feet of a water source.
29. All refrigerators and microwave appliances must be maintained clean at all times.
30. Mini- Fridges in classrooms are not allowed due to it being a hazard.
31. All work areas are maintained in a clean, organized manner free from tripping hazards
32. Only one main visitor entrance is open and closely monitored for controlling access to building
33. All lighted exit signs are operational, clearly visible, and point in the correct direction.
34. Fire alarm and intercom system is working properly.
35. Artificial plants need to be maintained clean or removed (too much dust buildup)
36. Fire evacuation map with primary and secondary routes must be posted in all classrooms and offices
37. Fire drill instructions are posted in each classroom.
38. Hand Sanitizers (With Alcohol Content) need to be stored away in Teachers desk or cabinet.
39. Classroom Doors Should not have Decorations or any obstruction to door window.
40. Use of portable space heaters on School Campus is Prohibited.
41. All front entrances to facilities should have an indication of check - in area for visitors.
42. Storage/Office/rooms should have a top clearance of 18"-24" from the ceiling. (18" inches if fire sprinklers or fire suppression systems in place.) (24" inches if fire sprinklers are not present.)



**References/Resources:**

**Planning Guide for Maintaining School Facilities**

<http://nces.ed.gov/pubs2003/2003347.pdf>

**Key Personnel and Training for Schools and HEI**

[http://rems.ed.gov/docs/NIMS\\_KeyPersonnelTraining.pdf](http://rems.ed.gov/docs/NIMS_KeyPersonnelTraining.pdf)

**Texas School Safety Center**

<http://www.txssc.txstate.edu/K12/>

**IAQ Tools for Schools**

<http://www.epa.gov/iaq/schools/>

**Texas Guide to School Health Programs – Chapter 14**

<http://www.dshs.state.tx.us/schoolhealth/pgtoc.shtm>

**Public Playground Safety Handbook**

<http://www.cpsc.gov/cpscpub/pubs/325.pdf>