

**San Diego City Schools  
Office of School Site Support  
Risk Management Department**

School/Site: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

**SEMIANNUAL SITE SAFETY INSPECTION AND REPORT**

**Instructions:** The fire and safety laws in the State of California require that all places of employment, both public and private, be inspected on a routine basis to discover and correct unsafe conditions and violations of existing safety rules and regulations. This semiannual inspection and documentation is one of the key elements in our district's safety program. Properly executed, it serves to maintain an active awareness of safety needs at all sites, and should identify those conditions requiring corrective action.

By **November 1<sup>st</sup>** and **May 1<sup>st</sup>** of each school year, the Building Services Supervisor or Plant Operations Supervisor is required to conduct the semiannual site safety inspection and complete this report. The site administrator reviews and approves the report and sends it to the *Maintenance and Operations Department*. Attach the completed Pressure Vessel Relief Valve Testing and Inspection Log for Boilers and Water Heaters to this report.

<b>I.</b>	<b>Fire Equipment and Drills</b>	<b>Yes</b>	<b>No</b>
A.	Are fire extinguishers provided on each floor so that not over 75 feet travel is required to reach the nearest extinguisher? <u>Action Taken/Comments:</u>		
B.	In laboratory or shop classrooms, and on stage, is distance to nearest extinguisher 30 feet or less? <u>Action Taken/Comments:</u>		
C.	Have all fire extinguishers been checked and recharged within the last twelve months? <u>Action Taken/Comments:</u>		
D.	Are date recharge tags attached to all extinguishers? <u>Action Taken/Comments:</u>		
E.	Is a large woolen blanket (in a fire blanket cabinet) readily available for use in all areas or classrooms where there is a chance of clothing fire due to cooking, use of an open flame, or hot plate? <u>Action Taken/Comments:</u>		
F.	Are all window curtains, drapes, and pieces of upholstered furniture in good repair and properly flameproofed as outlined in District Procedure No. 5105? <u>Action Taken/Comments:</u>		
G.	Were mandatory fire drills conducted? 1. Dates _____; _____; _____; _____; _____; _____ 2. Average time of exits: minutes _____ and seconds _____ <u>Action Taken/Comments:</u>		

<b>1. Fire Equipment and Drills</b>	<b>Yes</b>	<b>No</b>
H. Are fire alarms audible in all classrooms, child care facilities and assembly areas? (If not, please explain.) <u>Action Taken/Comments:</u>		
I. Assignment of fire drill duties and emergency procedures posted? <u>Action Taken/Comments:</u>		
J. Are fire drill exit routes posted in every room? <u>Action Taken/Comments:</u>		

<b>2. Exits</b>	<b>Yes</b>	<b>No</b>
A. Are all exit doors equipped with panic locks or school type locks? <u>Action Taken/Comments:</u>		
B. Are locks tested each week to insure ease of operation? <u>Action Taken/Comments:</u>		
C. Are all doors and exits free from bars or chains during all hours of occupancy which would hamper or prohibit ready egress from any room or area? <u>Action Taken/Comments:</u>		
D. Are all exits, aisles, ramps, corridors and passageways clear of any obstructions? <u>Action Taken/Comments:</u>		
E. Are all fire exits marked? (Letters on signs must be 6" high.) <u>Action Taken/Comments:</u>		
F. Are all bulbs in fire exit signs functional? <u>Action Taken/Comments:</u>		
G. When auditorium, gymnasium, or other rooms are in use are fire exit signs lighted and exit doors unlocked? <u>Action Taken/Comments:</u>		
H. Are chairs "bonded" in groups of not less than three (3) when there are more than 300 seats set up without accompanying tables as in cafeterias? <u>Action Taken/Comments:</u>		
I. If your site has classroom buildings that have second floors, have you ensured that grades K-2 classrooms are not on the second floor? <u>Action Taken/Comments:</u>		

3.	Storage	Yes	No
A.	Are all flammable liquids dispensed from approved safety cans and properly labeled as to contents? <u>Action Taken/Comments:</u>		
B.	Are all flammable liquids in excess of ten gallons in any one room stored in approved safety storage cabinets? <u>Action Taken/Comments:</u>		
C.	Are metal waste containers, with tight fitting covers, used for storage of oily waste, polishing cloths, solvent rags, etc.? <u>Action Taken/Comments:</u>		
D.	Are all of the following areas free from accumulations of combustibles and debris? (If not, indicate areas by a check mark and note the nature of the violation under "Comments". Attic <input type="checkbox"/> Pipe Spaces <input type="checkbox"/> Basement <input type="checkbox"/> Boiler/Furnace Room <input type="checkbox"/> Electrical Panel Room <input type="checkbox"/> Stage and Dressing Rooms <input type="checkbox"/> Under Stairs <input type="checkbox"/> Back Stage <input type="checkbox"/> Other (specify) <input type="checkbox"/> <u>Action Taken/Comments:</u>		

4.	Electrical	Yes	No
A.	Are premises free from electrical hazards? (If not, explain.) <u>Action Taken/Comments:</u>		
B.	Are all electrical cords in good condition and free of taped areas? <u>Action Taken/Comments:</u>		
C.	Are all rooms free of extension cords being used as substitutes for fixed wiring? <u>Action Taken/Comments:</u>		
D.	Do all 110 volt convenience outlets have 3-prong grounded receptacles? <u>Action Taken/Comments:</u>		
E.	Do all plugs on cords serving electrical devices which are not approved and labeled "double insulated" having a grounding prong? <u>Action Taken/Comments:</u>		
F.	Are all electrical boxes covered with an appropriate plate or cover? <u>Action Taken/Comments:</u>		
G.	Have you ensured that circuit breakers extension strips have not been plugged into one another or "daisy chained"? <u>Action Taken/Comments:</u>		

<b>5. Emergency Shut-Off/Gas</b>		<b>Yes</b>	<b>No</b>
A.	Is an exterior gas shut-off provided for each building unit for emergency use? <u>Action Taken/Comments:</u>		
B.	Are all gas shut-off valves painted red and marked "Gas Shut-Off"? <u>Action Taken/Comments:</u>		

<b>6. Heating (All heating equipment including flues, pipes and steamlines)</b>		<b>Yes</b>	<b>No</b>
A.	In good condition and well-maintained? <u>Action Taken/Comments:</u>		
B.	Properly insulated and separated from all combustible material by a safe distance? <u>Action Taken/Comments:</u>		
C.	Boiler and mechanical rooms clean and free of all combustibles? <u>Action Taken/Comments:</u>		
D.	Equipment testing and inspection log complete? <u>Action Taken/Comments:</u>		

<b>7. Housekeeping</b>		<b>Yes</b>	<b>No</b>
A.	Are floors kept clean, dry and free of depressions or tripping hazards? <u>Action Taken/Comments:</u>		
B.	Are classrooms, offices, corridors, and grounds free from tripping hazards? <u>Action Taken/Comments:</u>		
C.	Permanent aisles and passageways clearly defined? <u>Action Taken/Comments:</u>		
D.	Are all materials piled, racked, or stored in safe manner? <u>Action Taken/Comments:</u>		
E.	Are all waste materials and scrap lumber stored properly? <u>Action Taken/Comments:</u>		
F.	Are corrosive and toxic materials properly stored in closed containers and properly labeled? <u>Action Taken/Comments:</u>		
G.	Are overhead storage areas provided with guardrails and ladder access? <u>Action Taken/Comments:</u>		

<b>7. Housekeeping</b>	<b>Yes</b>	<b>No</b>
H. Are bottles and jars in science labs protected by “earthquake wiring” or shelf lips to prevent dislodging and falling? <u>Action Taken/Comments:</u>		
I. Are step ladders provided in all storage areas/rooms for shelf access? <u>Action Taken/Comments:</u>		

<b>8. Ventilation and Illumination</b>	<b>Yes</b>	<b>No</b>
A. Are all work areas provided with adequate lighting? <u>Action Taken/Comments:</u>		
B. Are all lamps properly guarded? <u>Action Taken/Comments:</u>		
C. Are all work areas provided with adequate ventilation to meet task requirements? <u>Action Taken/Comments:</u>		

<b>9. Personal Protection—Personnel and students working in laboratories and industrial workshops are provided with:</b>	<b>Yes</b>	<b>No</b>
A. Protective clothing? <u>Action Taken/Comments:</u>		
B. Face and eye protection? <u>Action Taken/Comments:</u>		
C. Respiratory protection (when required)? <u>Action Taken/Comments:</u>		
D. Showers and eye wash stations? <u>Action Taken/Comments:</u>		
E. Ear protection (when required)? <u>Action Taken/Comments:</u>		
F. Are all material safety data sheets on file for all chemical products used? <u>Action Taken/Comments:</u>		

<b>10. Machinery and Equipment</b>		<b>Yes</b>	<b>No</b>
A.	All defective equipment tagged and restricted from use until repaired? <u>Action Taken/Comments:</u>		
B.	“Points of operation” guards provided on all moving machinery? <u>Action Taken/Comments:</u>		
C.	Moving parts of power-driven machinery adequately guarded? <u>Action Taken/Comments:</u>		
D.	Instruction in safe operating procedures given for each machine? <u>Action Taken/Comments:</u>		
E.	Ladders equipped with safety feet and maintained in good condition? <u>Action Taken/Comments:</u>		
F.	Gas cylinders properly secured (Strapped or chained—no free-standing cylinders)? Extinguisher on each cylinder cart? <u>Action Taken/Comments:</u>		
G.	All welding areas ventilated and screened? <u>Action Taken/Comments:</u>		

<b>11. Grounds and Buildings</b>		<b>Yes</b>	<b>No</b>
A.	Fire alarms, switches, wires, etc., in good repair, free from broken glass or bare wires hanging loose that could cause injuries? <u>Action Taken/Comments:</u>		
B.	Plumbing fixtures or outlets in good condition? <u>Action Taken/Comments:</u>		
C.	Grounds, blacktop, and sidewalks free of undermining, holes, or cracks large enough to cause tripping accidents? <u>Action Taken/Comments:</u>		
D.	Sprinkler heads and pipes—free from jagged edges or pipes protruding out of ground that could cause injuries? <u>Action Taken/Comments:</u>		
E.	All areas free of debris, broken glass, and other hazardous materials? <u>Action Taken/Comments:</u>		
F.	Playground equipment—slides, backstops, goalposts, swings, jungle gyms, and other equipment free of broken or missing parts and sharp edges? <u>Action Taken/Comments:</u>		

11.	Grounds and Buildings	Yes	No
G.	Area around and under playground equipment has proper amount of sand or rubber matting? (No exposed concrete footings.) <u>Action Taken/Comments:</u>		
H.	Are fire hydrants painted yellow? <u>Action Taken/Comments:</u>		

12	Signs	Yes	No
A.	Danger and/or Caution signs provided in areas where there is exposure to hazardous conditions/materials? (shops, labs, etc.) <u>Action Taken/Comments:</u>		
B.	Sign posted at each air compressor warning employees that "Machine is automatically controlled and may start at any time"? <u>Action Taken/Comments:</u>		
C.	Elevator and/or pressure vessel permits posted as required? <u>Action Taken/Comments:</u>		

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Name of Person Inspecting Site	Title	Date(s) of Inspection
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Action MUST be initiated by site staff to correct all hazards identified through this inspection process. For hazards that cannot be corrected immediately, appropriate protective measures must be implemented by site personnel to prevent injury. These measures may include taking equipment out of service, erecting barricades, closing an area, posting notices, etc. Item(s) which cannot be corrected by site personnel should be reported by telephone to the Maintenance Department "work order desk". For items which are not routine maintenance or are capital outlay, a "Request for Maintenance Service" form should be completed and submitted. Any questions concerning items identified through this inspection process should be directed to the appropriate division/department head for answers and/or assistance.

Reviewed and approved by: \_\_\_\_\_  
Site Administrator
Date

*(Make copy for school/site record; send original copy to Maintenance and Operations Department.)*