PRINCIPAL’S MONTHLY SAFETY AND SANITATION INSPECTION REPORT

### Fire & Safety Inspection

INSTRUCTIONS: G.S. 115C-288 (d) requires each principal “to conduct a fire drill during the first week after the opening of school and thereafter at least one fire drill each school month, in each building in his charge, where children are assembled.” It further requires each principal “to inspect each of the buildings in his charge at least twice each month during the regular school session” and to file a written report on this form once each month with the school officials indicated. Failure to perform these duties is considered a misdemeanor (G.S. 115C-525 (c)).

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_\_\_\_\_

Last fire drill held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (month) (day) (time)

Time consumed in evacuation of building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ min. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sec.

If time varies measurably from previous evacuation, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection for the purpose of keeping all buildings on this school site safe from accumulation of trash and other fire hazards has been made twice this month, in accordance with law, as follows:

 First Second

(The two inspections shall be made not less than 10 days apart)

 Insert day of month \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Yes No Yes No

1. All corridors, halls, and stairways are clear of obstructions and trip hazards…………………………….. ( ) ( ) ( ) ( )

2. All doors used for exits are plainly marked, in good working order, and are unlocked and

 unobstructed when building is in use. ……………………………………………………….……………. ( ) ( ) ( ) ( )

3. All fire doors and smoke doors are not restricted or blocked open by wedges, chains, or other

 props and are in good working order. …………………………….……………………………………….. ( ) ( ) ( ) ( )

4. Fire alarm detection equipment is in proper working order so that all occupants can hear/see

 audible alarm or visual signal and is utilized in fire drills. ……………………………………………….. ( ) ( ) ( ) ( )

5. Emergency numbers are posted by telephones. ……………………………….……………..…………… ( ) ( ) ( ) ( )

6. Evacuation plan is posted in all areas. …………………………………………….………………………. ( ) ( ) ( ) ( )

7. Emergency exit lights are illuminated and exit signs are visible. ………………..……………………….. ( ) ( ) ( ) ( )

8. Emergency lighting is in operable condition. ………………………………………………….………….. ( ) ( ) ( ) ( )

9. Chemicals used for both instructional purposes and maintenance are labeled and stored in

 proper containers and location. Material Safety Data Sheets are available on campus for

 review of any hazardous material stored on premises…………………………………………………….. ( ) ( ) ( ) ( )

10. Supplies such as oily rags, mops, etc., are stored in a safe and orderly manner in a

 well-ventilated place or in an approved metal container with self-closing lid…………………………….. ( ) ( ) ( ) ( )

11. Combustible liquids are stored in approved containers with vapor-tight covers in proper locations:

 Gasoline, Kerosene………………………… ( ) ( ) ( ) ( )

 Laboratory supplies.……...………………… ( ) ( ) ( ) ( )

 Paints, Oils, Cleaners..……………………... ( ) ( ) ( ) ( )

12. All accumulation of trash and rubbish have been removed daily from all the buildings on

 the premises……………………………………………………………………………………….……….. ( ) ( ) ( ) ( )

13. Portable fire extinguishers have been checked within past year by a competent technician. …………………………………( ) ( )

14. Science chemicals are maintained in a locked storage room to prevent unauthorized access………………………………...( ) ( )

15. Electrical breaker panels have 36 inches of clearance……………………………………………………… …………….. ( ) ( )

16. Extension cords are limited to temporary use and unplugged after temporary use…………………………………………...( ) ( )

17. Playgrounds and playground equipment are in good condition and free from visible hazards (Applicable Schools)………..( ) ( )

18. Comments attached………………………………………………………………………… …………………………….….. ( ) ( )

PRINCIPAL’S MONTHLY SAFETY AND SANITATION INSPECTION REPORT Cont.

**Fire & Safety Inspection Cont.**

19. Date last Principal’s Monthly Fire Drill and Inspection Report was made as prescribed by G.S. 115C-525(b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (date)

20. Last fire safety inspection as prescribed by 115C-525(b) was conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (inspector) (date)

21. Last electrical inspection as prescribed by 115C-525(b) was conducted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (inspector) (date)

I certify that pursuant to G.S. 115C-525(b) (4), I have removed or corrected all fire hazards known to me, and/or that I have notified the

superintendent in writing of those hazards that I could not remove or correct (Copy attached) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (principal) (date)

### Sanitation Inspection

 Yes No

22. Does municipal or on-site water supply system appear to be adequate and safe for

human consumption (absence of offensive taste, odor, foreign matter)? …………………………………………………. ( ) ( )

23. Are drinking fountains in good repair, provided with adequate water pressure, and regulated? ………………………….. ( ) ( )

 Are drinking fountains cleaned – especially inside guard? ……………………………………………………………….. ( ) ( )

 Are floor and wall areas cleaned routinely behind drinking fountains? …………………………….…………………….. ( ) ( )

24. Does municipal or on-site sewage disposal system appear to be functioning properly? ………………………………….. ( ) ( )

 If a nitrification field is utilized, does it appear to be functioning properly and is vegetation controlled

(absence of surfacing effluent, erosion, or standing water)? ..…………………………………………………………….. ( ) ( )

25. Are toilet floors, walls, and ceilings in good repair and cleaned routinely? ………………………………………………. ( ) ( )

 Are toilet fixtures in good repair and cleaned routinely? …………………………………………………………………. ( ) ( )

 Are toilet rooms free of odors? ……………………………………………………………………………………………. ( ) ( )

 Are lavatories in good repair (absence of leaking faucets)? ………………………………………………………………. ( ) ( )

 Are soap, towels, and waste containers provided? ……………………………………………….……………………….. ( ) ( )

26. Are floors, walls, and ceilings in good repair and cleaned routinely? ……………………………….. …………………... ( ) ( )

27. Are ledges on blackboards, wall maps, bulletin boards, windowsills, etc. cleaned routinely? …………………………… ( ) ( )

28. Are areas behind the radiators cleaned routinely? ………………………………………………………………………… ( ) ( )

29. Are storage areas and utility sinks cleaned routinely? ……………………………………………….……………………. ( ) ( )

 Is storage arranged so as to facilitate cleaning? …………………………………………………………………………… ( ) ( )

30. Are building free of rodents and other vermin? …………………………………………………………………………… ( ) ( )

Are premises free of those conditions that promote insect and rodent breeding? ………………………………………… ( ) ( )

31. Are light fixtures, windows, drapes, blinds, and transoms in good repair and cleaned routinely? ……………………….. ( ) ( )

32. Is ventilation equipment such as air conditioners, vents, etc., in good repair and cleaned routinely? ……………………. ( ) ( )

33. Is solid waste and/or garbage properly stored prior to disposal? ………………………………………………………….. ( ) ( )

 Are facilities for washing dumpsters and/or garbage cans provided and are containers cleaned routinely? ..…………….. ( ) ( )

34. Are gymnasium facilities and shower floors and walls in good repair, free of odors and mildew, and

cleaned routinely? …………………………………………………………………………………………………………. ( ) ( )

Are personal items, athletic equipment, etc., properly stored? ……………………………………………………………. ( ) ( )

35. Are premises and surroundings free of litter? ……………………………………………………………………………... ( ) ( )

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name) (Title)

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_