

**San Diego Unified School District  
Safety Office**

**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 **WORK ORDER DESK** at *Physical Plant Operations*.

Attach the completed Pressure Vessel Relief Valve Testing and Inspection Log for Boilers and Water Heaters to this report.

<b>1. Physical Plant</b>				
	<b><i>Machinery and Equipment</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	All defective equipment tagged and restricted from use until repaired? <i>Action Taken/Comments:</i>			
B.	"Points of operation" guards provided on all moving machinery? <i>Action Taken/Comments:</i>			
C.	Moving parts of power-driven machinery adequately guarded? <i>Action Taken/Comments:</i>			
D.	Instruction in safe operating procedures given for each machine? <i>Action Taken/Comments:</i>			
E.	Ladders have all required labeling? Is it equipped with safety feet and maintained in good condition? <i>Action Taken/Comments:</i>			
F.	Gas cylinders properly secured (Strapped or chained—no free-standing cylinders)? Extinguisher on each welding cart? Are cylinder caps in place when not in use? <i>Action Taken/Comments:</i>			
G.	All welding areas ventilated and screened? <i>Action Taken/Comments:</i>			
	<b><i>Electrical</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Are premises free from electrical hazards? (If not, explain.) <i>Action Taken/Comments:</i>			
B.	Are all electrical cords in good condition and free of taped areas? <i>Action Taken/Comments:</i>			
C.	Are all rooms free of extension cords being used as substitutes for fixed wiring? <i>Action Taken/Comments:</i>			

<b>1.</b>	<b>Physical Plant – Electrical</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
D.	Do all 110 volt convenience outlets have 3-prong grounded receptacles? <i>Action Taken/Comments:</i>			
E.	Do all plugs on cords serving electrical devices which are not approved and labeled “double insulated” having a grounding prong? <i>Action Taken/Comments:</i>			
F.	Are all electrical boxes covered with an appropriate plate or cover? <i>Action Taken/Comments:</i>			
G.	Have you ensured that power strips have not been plugged into one another or “daisy chained”? <i>Action Taken/Comments:</i>			
H.	Extension cords/reloadable power strips are not affixed to structures, extended through walls, ceilings, floors, under floor coverings or subject to environmental or physical hazards? <i>Action Taken/Comments:</i>			
I.	Electrical rooms clean and free of all combustibles: <i>Action Taken/Comments:</i>			
	<b>Heating (All heating equipment including flues, pipes and steam lines)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	In good condition and well-maintained? <i>Action Taken/Comments:</i>			
B.	Properly insulated and separated from all combustible material by a safe distance? <i>Action Taken/Comments:</i>			
C.	Boiler and mechanical rooms clean and free of all combustibles? <i>Action Taken/Comments:</i>			
D.	Equipment testing and inspection log complete? <i>Action Taken/Comments:</i>			
	<b>Ventilation and Illumination</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Are all work areas provided with adequate lighting? <i>Action Taken/Comments:</i>			
B.	Are all lamps properly guarded? <i>Action Taken/Comments:</i>			
C.	Are all work areas provided with adequate ventilation to meet task requirements? <i>Action Taken/Comments:</i>			
	<b>Grounds and Buildings</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Fire alarms, switches, wires, etc., in good repair, free from broken glass or bare wires hanging loose that could cause injuries? <i>Action Taken/Comments:</i>			
B.	Plumbing fixtures or outlets in good condition? <i>Action Taken/Comments:</i>			

<b>1.</b>	<b>Physical Plant – Grounds and Buildings</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
C.	Grounds, blacktop and sidewalks free of undermining, holes, or cracks large enough to cause tripping accidents? <i>Action Taken/Comments:</i>			
D.	Sprinkler heads and pipes—free from jagged edges or pipes protruding out of ground that could cause injuries? <i>Action Taken/Comments:</i>			
E.	All areas free of debris, broken glass, and other hazardous materials? <i>Action Taken/Comments:</i>			
F.	Playground equipment—slides, backstops, goalposts, swings, jungle gyms, and other equipment free of broken or missing parts and sharp edges? <i>Action Taken/Comments:</i>			
G.	Area around and under playground equipment has proper amount or sand or rubber matting? (No exposed concrete footings.) <i>Action Taken/Comments:</i>			
H.	Are fire hydrants painted yellow and a 3 foot clearance being maintained? <i>Action Taken/Comments:</i>			
I.	Are fire lane markings and signage in good condition <i>Action Taken/Comments:</i>			
	<b>Emergency Shutoff/Gas</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Is an exterior gas shut-off provided for each building unit for emergency use? <i>Action Taken/Comments:</i>			
B.	Are all gas shut-off valves painted red and marked “Gas Shut-Off”? <i>Action Taken/Comments:</i>			
<b>2.</b>	<b>Safety</b>			
	<b>Fire</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Are fire extinguishers provided on each floor so that not over 75 feet travel is required to reach the nearest extinguisher? <i>Action Taken/Comments:</i>			
B.	All extinguishers clearly accessible and free from obstructions? <i>Action Taken/Comments:</i>			
C.	Have all fire extinguishers been checked and recharged within the last twelve months? <i>Action Taken/Comments:</i>			
D.	Have all fire extinguishers been visually checked and tag signed monthly? <i>Action Taken/Comments:</i>			
E.	Are date recharge tags attached to all extinguishers? <i>Action Taken/Comments:</i>			

2.	Safety - Fire	Yes	No	N/A
F.	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? <i>Action Taken/Comments:</i>			
G.	Are all stage curtains, window curtains, drapes, and pieces of upholstered furniture in good repair and properly flame proofed as outlined in District Procedure No. 5105? <i>Action Taken/Comments:</i>			
H.	Were mandatory fire drills conducted? 1. Dates _____; _____; _____; _____; _____; _____ 2. Average time of exits: minutes _____ and seconds _____ <i>Action Taken/Comments:</i>			
I.	Are fire alarms audible in all classrooms, child care facilities and assembly areas? (If not, please explain.) <i>Action Taken/Comments:</i>			
J.	Assignment of fire drill duties and emergency procedures posted? <i>Action Taken/Comments:</i>			
K.	Are fire drill exit routes posted in every room? <i>Action Taken/Comments:</i>			
	<b>Exit</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Are all exit doors equipped with panic locks or school type locks? <i>Action Taken/Comments:</i>			
B.	Are locks tested each week to insure ease of operation? <i>Action Taken/Comments:</i>			
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? <i>Action Taken/Comments:</i>			
D.	Are all exits, aisles, ramps, corridors and passageways clear of any obstructions? <i>Action Taken/Comments:</i>			
E.	Are all fire exits marked? (Letters on signs must be 6" high.) <i>Action Taken/Comments:</i>			
F.	Are all bulbs in fire exit signs functional? <i>Action Taken/Comments:</i>			
G.	When auditorium, gymnasium, or other rooms are in use are fire exit signs lighted and exit doors unlocked? <i>Action Taken/Comments:</i>			

2.	<b>Safety – Exit</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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? <i>Action Taken/Comments:</i>			
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? <i>Action Taken/Comments:</i>			
	<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Are floors kept clean, dry and free of depressions or tripping hazards? <i>Action Taken/Comments:</i>			
B.	Is ceiling clearance of 18 in. for sprinklered and 24 in. for non-sprinklered being maintained? <i>Action Taken/Comments:</i>			
C.	Are classrooms, offices, corridors, and grounds free from tripping hazards? <i>Action Taken/Comments:</i>			
D.	Permanent aisles and passageways clearly defined? <i>Action Taken/Comments:</i>			
E.	Are all materials piled, racked, or stored in safe manner? <i>Action Taken/Comments:</i>			
F.	Are all waste materials and scrap lumber stored properly? <i>Action Taken/Comments:</i>			
G.	Are overhead storage areas provided with guardrails and ladder access? <i>Action Taken/Comments:</i>			
H.	Are bottles and jars in science labs protected by “earthquake wiring” or shelf lips to prevent dislodging and falling? <i>Action Taken/Comments:</i>			
I.	Are step ladders provided in all storage areas/rooms for shelf access? <i>Action Taken/Comments:</i>			
J.	Are food items being stored in classrooms and being kept away from chemicals? <i>Action Taken/Comments:</i>			
K.	Are of the following <b>prohibited</b> areas free from accumulations of combustibles and debris? Basement Boiler/Furnace Room Electrical Panel Room / Mechanical Room Dressing Rooms Under Stairs Back Stage Other (specify) <i>Action Taken/Comments:</i>			

<b>2.</b>	<b>Safety – Signs/Postings/Documents</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Is annual safety training for custodial staff current? Are training records kept on file for review? <i>Action Taken/Comments:</i>			
B.	Danger and/or Caution signs provided in areas where there is exposure to hazardous conditions/materials? (shops, labs, etc.) <i>Action Taken/Comments:</i>			
C.	Sign posted at each air compressor warning employees that “Machine is automatically controlled and may start at any time”? <i>Action Taken/Comments:</i>			
D.	Elevator and/or pressure vessel permits posted as required? <i>Action Taken/Comments:</i>			
	<b>Personal Protection (PPE) —Personnel and students working in laboratories and industrial workshops are provided with:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	Protective clothing? <i>Action Taken/Comments:</i>			
B.	Face and eye protection? <i>Action Taken/Comments:</i>			
C.	Respiratory protection (when required)? <i>Action Taken/Comments:</i>			
D.	Showers and eye wash stations? Are they being activated monthly? <i>Action Taken/Comments:</i>			
E.	Ear protection (when required)? <i>Action Taken/Comments:</i>			
<b>3.</b>	<b>Environmental – Including Hazardous Materials/Waste and Universal Waste</b>			
	<b>Signs/Postings/Documents</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A.	County of San Diego, Dept of Environmental Health Unified Program Facility Permit (if required) is posted in a conspicuous location and it current. <i>Action Taken/Comments:</i>			
B.	Hazardous materials inventory is current and material safety data sheets (MSDS) are available for each substance onsite. All hazardous materials are properly labeled. <i>Action Taken/Comments:</i>			
C.	Is annual hazmat training including information on managing universal waste; batteries, fluorescent light tubes, lamps, cathode ray tubes (CRT’s), aerosol cans for custodial staff current? Are training records kept on file for review? <i>Action Taken/Comments:</i>			

