

Building Condition Checklist

Line of Business: Property, General Liability

Risk Control Strategy/Key Issues: To establish, document and maintain a program to keep buildings in safe condition

Suggested Program Elements:

1. Policy Statement:

- Assigns responsibility to the person(s) who will be required to administer the program

2. Program Structure:

- Require physical examination of buildings on a scheduled basis. See the safety checklist on the next page for examination guidelines.
- Require monitoring of weather conditions and...
 - ✓ Outline actions to be taken during severe weather
 - ✓ Who monitors weather
 - ✓ Who is backup monitor
 - ✓ Authority levels for actions
- Establish priority system for work orders and emergency repairs
- Document activities

Program Activities Calendar:

- Quarterly physical checks of building conditions
- As needed – Specific checks for weather related conditions

Web Site Links:

- National Weather Service
<http://www.weather.gov/>
- National Fire Protection Association
<http://www.nfpa.org>

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SAFETY CHECKLIST

GENERAL -- BUILDINGS AND GROUNDS

Organization

Location

Date

Time

Indicate 'yes' or 'no'. If 'no', recommendations or comments should be made in "Comments" or on a separate punchlist.

- | | | |
|--|------------------------------|-----------------------------|
| <p>1. Lights free of loose wires, jagged glass, etc.?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>2. Utility/meter box doors closed, with no locks broken or damaged?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>3. Fire alarms, switches, wires, etc., in good repair?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>4. Windows and doors are free of sharp edges or splinters, with no breakage?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>5. Use of extension cords is discouraged?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>6. Extension cords are in good repair?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>7. Fire hoses / fire extinguishers are in good condition and inspected regularly?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>8. Grounds, blacktop, stairways, and sidewalks free of holes, cracks, or defects?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>9. The flow of dirt or water on the sidewalk minimized?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>10. General areas are free of debris, broken glass or other hazards?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>11. Lawn sprinklers are installed flush with the ground?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>12. Safe chemical handling procedures posted?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>13. Are Material Safety Data Sheets available?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>14. Personal protective equipment is available for handling hazardous chemicals?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>15. First aid equipment is adequately stocked and accessible?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>16. Shrubs and trees are periodically trimmed away from walkways and roofs?
Comments: _____</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

17. Posts, gates and fencing are kept in good repair to prevent accidents? Yes No
Comments: _____
18. Is playground equipment regularly inspected with proper documentation? Yes No
Comments: _____
19. Is exterior lighting provided in public areas, and is it working properly? Yes No
Comments: _____
20. Parking spaces and curbs are marked and pavement in good condition? Yes No
Comments: _____
21. Traffic patterns are clearly indicated? Yes No
Comments: _____
22. Teachers know procedure in event of fire, like notification of officials and evacuation? Yes No
Comments: _____
23. Pupils have been instructed and drilled in emergency procedures? Yes No
Comments: _____
24. Exits from buildings are properly identified? Yes No
Comments: _____
25. Fire extinguishers are of an approved type, location, and inspected? Yes No
Comments: _____
26. Fire extinguishers are being serviced in accordance with specifications? Yes No
Comments: _____
27. Personnel have been instructed on how to use fire extinguishers? Yes No
Comments: _____
28. Bulk storage of dangerous materials is provided outside the main building? Yes No
Comments: _____
29. Student lockers are inspected regularly for cleanliness and fire hazards? Yes No
Comments: _____
30. Material kept in storage rooms are orderly and free from fire hazards? Yes No
Comments: _____
31. Emergency information cards are posted and kept up to date? Yes No
Comments: _____
32. Ground fault protection is on all electrical receptacles within six feet of water sources? Yes No
Comments: _____
33. 'No Smoking' signs prominently posted in hazardous areas where fire potential exists? Yes No
Comments: _____
34. Ventilation systems regularly checked for their performance? Yes No
Comments: _____
35. Stairways in good condition and handrails provided with four or more steps? Yes No
Comments: _____
36. Toilet and washing facilities clean and sanitary? Yes No
Comments: _____