

## Health and Safety Evaluation of School Buildings Checklist

**County:**

**District:**

**School Year:**

**School Building:**

Check one:  Leased  Owned

**Completed By :**

**Title :**

**Date Completed:**

This form shall be used for the evaluation of school buildings including traditional public school districts (owned or leased), private schools for the disabled, charter schools, renaissance school projects and any other school settings. This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, OSHA. The emphasis of this evaluation is for the health and safety of students and staff even in the absence of a specific statute or code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. See “Facility Instructions and Guidance” for additional information.

### Section A: 100% Items

#### 100% Compliance

Current Licenses and Certificates	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or state fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available)				
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.				
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.				
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.				
5. Current boiler inspection certificate(s) posted at site of boiler				
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.				
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. ( <i>N.J.A.C. 58:12A-1</i> ) ( <i>N.J.A.C. 6A:26-12.4</i> ). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.				
8. One fire drill and <i>one</i> school security drill are held each month; [See “Checklist Instructions” for Certificate of Assurance] <i>N.J.S.A. 18A:41-1</i>				
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.				

<b>Current Licenses and Certificates</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>10.</b> District has defibrillators identified with appropriate signage, is placed and made available in an unlocked location on school property, which is accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable (Janet’s Law 18A:40-41a-41c )				

<b>Exits/Exterior, Continued</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>11.</b> Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.				
<b>12.</b> All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: <b>a.</b> Fire escapes and/or exterior stairs can be safely negotiated. <b>b.</b> Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.				

<b>Interior</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>13.</b> All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.				
<b>14.</b> Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e., circuit breaker panels, fuse boxes, transformers.				
<b>15.</b> Instructional areas are free of all unapproved construction; e.g., walls, partitions, doors and stairs				
<b>16.</b> The hardware on doors of any space occupied by students shall permit egress from the room at all times. Key-operated locks, thumb-turn locks, hasps dead bolts, slide bolts or similar types of locking devices shall not be permitted. 6A:26-8.1 (i2)				
<b>17.</b> Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. 6A:26-8.1 (i3)				
<b>18.</b> Kindergarten and Pre-K toilet requirements are met.				
<b>19.</b> District approves as needed: Dual Use, Change of Use, Alternate Toilet, Temporary sites (TCU or rented faculties). Required NJDOE approvals in place.				
<b>20.</b> Dangerous chemicals (i.e., liquefied petroleum gas/propane) and/or explosive materials (i.e., gunpowder; picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; <i>not</i> in boiler room/hazardous areas).				

<b>Vocational/Laboratories</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>21.</b> Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: <b>a.</b> Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. <b>b.</b> Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery.				

<b>Vocational/Laboratories</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<ul style="list-style-type: none"> <li>c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.</li> <li>d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.</li> </ul>				
22. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.				
23. Adequate eye and body protection is provided, including: <ul style="list-style-type: none"> <li>a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</li> <li>b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</li> <li>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. (6A:26-12.5)</li> </ul>				
24. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: <ul style="list-style-type: none"> <li>a. For science activities (i.e., via fume hoods)</li> <li>b. For welding operations.</li> <li>c. For paint spraying operations: <ul style="list-style-type: none"> <li>1 Auto: should have separate exhaust system.</li> <li>2 Art: proper ventilation for spray/ paint with fumes</li> </ul> </li> <li>d. Art: Safe designated space/room for kilns with proper ventilation</li> <li>e. For dust generating operations, such as wood working, (i.e., a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</li> </ul>				

<b>Total</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>100% Items Total</b>				

## Section B: 80% Items

### 80% Compliance

<b>Exits/Exterior</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
1. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> <li>a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</li> <li>b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.</li> </ul>				
2. All exterior receptacles are GFI protected in accordance with code.				
3. All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for the temporary facility enrollment and program				

<b>Exits/Exterior</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
needs and be protected from hazards or traffic conditions. 6A:26-8.1ix				

<b>80% Compliance</b>				
<b>Interior</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Violation Location</b>
<b>4.</b> Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular inspections.				
<b>5.</b> All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.				
<b>6.</b> Emergency evacuation egress procedures are posted at a visible height and standard location in all areas. 6A:26-8.1 (i4)				
<b>7.</b> Doors leading to interior courtyards are clearly marked "Not an Exit"				
<b>8.</b> Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair				
<b>9.</b> Stage curtains are flame proof or flame retardant and certificates are on file.				
<b>10.</b> All education spaces shall be equipped with a communication devise/system connected to the main office and capable of emergency communication to local authorities or 9-1-1. 6A:26-8.1 (i6)				
<b>11.</b> Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> <li><b>a.</b> GFI protection for receptacle(s) within 6 ft of water in accordance with code.</li> <li><b>b.</b> Electrical extension cords and surge protectors used appropriately, with extension cords <i>only</i> used for temporary need(s).</li> <li><b>c.</b> Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in <i>N.J.A.C.</i> 6A:26-6.3 6A:26-8.1(vii2)</li> </ul>				
<b>12.</b> Nurse's Office: District boards of education shall provide the necessary facilities, equipment and supplies for the performance of the duties required under state law and the rules by health services personnel. (6A:26-12.3 & 6A:26-6.3(b))				
<b>13.</b> Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in <i>N.J.A.C.</i> 6A:26-6.3 and the UCC. 6A:26-8.1 (iii)				
<b>14.</b> Lighting levels in all instructional areas at least 50 foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. (6A:26-8.1(vi) & 6A:6.3(g)(1))				
<b>15.</b> Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. 6A:26-8.1 (i1)				
<b>16.</b> A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. 6A:26-8.1 (vii1)				
<b>17.</b> Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8' feet for instructional spaces in temporary facilities in an				

existing public school, in a district owned facility and in rented or leased buildings not on school district owned sites. 6A:26-8.1 (ii)				
<b>80% Compliance</b>				
<b>Interior, continued</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>18.</b> Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.				
<b>19.</b> Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping; and/or other hazards. Any concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. 6A:26-8.1 (i5)				
<b>20.</b> Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access through space.				
<b>21.</b> Provision shall be made for storage of students' clothing in other than a corridor or exitway. Student lockers are usable; i.e., doors, handles and locks are operable. 6A:26-8.1 (i7)				
<b>22.</b> Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. (6A:26-12.4) Potable water shall be available and drinking fountains shall be provided for students in cafeterias, preschool and kindergarten programs in accordance with <i>N.J.A.C. 5:23-7</i> ; 6A:26-8.1(v).				
<b>23.</b> Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away, and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. 6A:26-8.1 (iv)				
<b>24.</b> Food and nonfood items (i.e., cleaning products, etc.) in home economics rooms & cafeteria are stored separately				
<b>25.</b> Non-instructional areas are free of all unapproved construction; e.g., walls, partitions, doors and stairs.				
<b>26.</b> Furniture and equipment that is in good condition and suitable for the age and size of the students and purposes of instruction shall be provided; 6A:26-8.1(vii)				
<b>Vocational/Laboratories</b>				
<b>27.</b> Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.				
<b>28.</b> Required space is available for the safe operation of machinery				
<b>29.</b> Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.				
<b>30.</b> Floor(s) and aisles in all shops are free of slipping and tripping hazards.				
<b>31.</b> "Eye Hazard Area-Wear Your Eye Protection" signs are posted.				
<b>32.</b> The following additional safety measures are in place if welding operations are ongoing: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.				

<b>Vocational/Laboratories, continued</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Violation Location</b>
<b>33.</b> Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.				
<b>34.</b> Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.				
<b>80% Items Total</b>				

<b>Scoring Sections</b>	<b>100% Section A</b>	<b>80% Section B</b>
<b>Maximum # of Compliant Questions:</b>	<b>24</b>	<b>34</b>

<b>100% Section A Compliance</b>	<b>SCORE</b>	<b>NJSAC Fiscal DPR</b> [All items are in compliance in building(s)]
<b># of No responses in section A</b>		<b>[ ] Compliant (No exceptions) [ ] Noncompliant</b>

<b>80% Section B Compliance</b>	<b>SCORE</b>	<b>NJSAC DPR</b> [At least 80% of items are in compliance in building(s)]
<b>a. # of Yes responses</b>		<b>[ ] Compliant Line a is equal to or greater than Line #d</b>
<b>b. # of No responses</b>		
<b>c. Subtotal [(a)+(b)]</b>		
<b>d. Multiply [(c) x 80%]</b>		

**LEA Signatures:**

Completed By:

Title:

Date:

if applicable, Certified Educational Facilities Manger:

Date:

Chief School Administrator:

Date:

**All indicators denoted with 6A:26-8.1 also represent codified Temporary Facility Standards.**