

# Facility Inspection Checklist for Principals

Patricia Karlin  
San Diego County Office of Education  
[patricia.karlin@sdcoe.net](mailto:patricia.karlin@sdcoe.net)

# Introduction

From a Facilities standpoint, “Williams Legislation” requires that all schools be kept in “Good Repair” in addition to being “clean, safe, and functional.” This toolkit was developed specifically for the schools that are inspected as part of the Williams Legislation; however it does contain information that is applicable to all schools so that you can be in compliance with the Legislation.

The following pages include our recommendations for good repair and some specifics on what a Williams Facility Inspector is looking for in each space of a school.

## RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR

The information below will assist everyone, including teachers and school administrators, in checking for good repair of facilities at their own schools. This list identifies examples of potential deficiencies, and it provides tips for checking for good repair.

We **recommend** that the list be provided to staff, periodically, during the course of the academic year and specifically prior to any facilities safety inspection or *Williams Facility* visit.

Examples of deficiencies and tips include, but are not limited to, the following:

### FOR TEACHERS –

Maintain overall cleanliness and safety in the classroom:

- Do not store ANY items on top of cabinets or tall bookcases.
- Maintain clear exit aisles. Relocate furniture if necessary.
- Keep all exit doors clear.
- Keep all emergency exits clear and have them properly labeled. This includes relocating all tables, filing cabinets, and bookcases from in front of emergency exits. The only exception is built-in cabinetry or short bookcases which are secured to the wall and would not fall over in the event of an earthquake.

# Maintenance

Report deficiencies found within your classroom or school premises to appropriate custodial staff or administrators. Examples of deficiencies include, but are not limited to, the following:

- Broken pipes or odor from gas leaks
- Inoperable or flickering lights
- Inoperable electrical outlets
- Inoperable mechanical systems
- Dirty/dusty vents and grills in ventilation unit
- Sewer odors
- Animal odors
- Excessive peeling or chipping paint
- Broken or missing ceiling tiles
- Damaged flooring that represents a tripping hazard
- Broken glass/windows
- Doors and gates that are not functioning and pose a security threat
- Evidence of pest or vermin infestation
- Evidence of mold
- Roof leaks
- Graffiti

## FOR PRINCIPAL/SITE ADMINISTRATIVE STAFF:

Ensure that the *Uniform Complaint Procedure* is posted in every classroom.

Make sure that the *Uniform Complaint Procedure Complaint Form* is accessible in the school front office.

Maintain overall campus and common areas:

- Keep waste containers emptied and trash containers closed and secured.
- Properly clean lavatory facilities and keep them stocked with restroom supplies.
- Keep all drinking fountains clean.
- Remove broken glass.
- Store cleaning materials in proper storage location.

# Maintenance

Assist teachers in maintaining classroom environment:

- Provide help to teachers in relocating furniture to clear exit aisles and emergency exits.
- Replace non-operating ballasts or light fixtures.
- Clean dirty/dusty air supply vents and grills in classroom and offices.
- Regularly review these *Recommendations for Maintaining Good Repair* at staff meetings.

Report fire extinguishers that are out-of-date or have missing pins or tags.

Report critical issues, in writing, to district Maintenance & Operations Department such as:

- Ventilation units that are inoperable, or generating excessive noise or vibrations
- Roof leaks
- Major pest or vermin infestations
- Damaged ramps
- Damaged or inoperable windows/doors/gates
- Structural damage observed in ceiling, walls, and floors
- Gas leaks
- Electrical power failure
- Sewer problems
- Damaged or inoperable emergency alarms/fire suppression systems

# What We Look for in Classrooms

## Ceilings

- Free of hazards
- No evidence of water damage

## Walls

- No broken glass on windows or doors
- Doors are functional and not blocked

## Floors

- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

## Sinks/Fountains

- Operate every toilet, faucet, hand dryer, and drinking fountain
- Check that pressure is adequate
- Not a slip hazard
- Not leaking
- No mold, etc.

## Hazardous Materials

- Climate Comfort
- Paint is not peeling or chipping (doors)
- Free of mold/mildew
- Substances labeled “keep out of the reach of children” are kept out of the reach of children
- **Chemicals under the sink should be cited as a deficiency only 3 times in a report; additional rooms should be written with an \*, but not a “D”**

## Storage Issues

- Overhead
- Clutter

## Electrical

- Identify what is blocking electrical panel
- No exposed wires
- Covered outlets
- Extension Cords – not trip hazards
- Surge Protector – not piggy-backed
- Electrical items such as microwave, etc. must be plugged into the wall outlet
- Clearance for electrical panels is minimum 3’ but may be 6’; there isn’t a clearance requirement for low voltage panels

## Fire Extinguishers

- Current (one year from maintenance date) and placed in all required areas
- Identify what is blocking a fire extinguisher

## UCP Postings

- Posted where parents and students can see and in languages required

# What We Look for in a Lab

## Ceilings

- Free of hazards
- No evidence of water damage

## Walls

- No broken glass on windows or doors
- Doors are functional and not blocked

## Floors

- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

## Sinks/Fountains

- Operate every toilet, faucet, hand dryer, and drinking fountain
- Check that pressure is adequate
- Not a slip hazard
- Not leaking
- No mold, etc.

## Hazardous Materials

- Climate Comfort
- Paint is not peeling or chipping (doors)
- Free of mold/mildew
- Substances labeled “keep out of the reach of children” are kept out of the reach of children
- **Chemicals under the sink should be cited as a deficiency only 3 times in a report; additional rooms should be written with an \*, but not a “D”**

## Storage Issues

- Overhead
- Clutter

## Electrical

- Identify what is blocking electrical panel
- No exposed wires
- Covered outlets
- Extension Cords – not trip hazards
- Surge Protector – not piggy-backed
- Electrical items such as microwave, etc. must be plugged into the wall outlet
- Clearance for electrical panels is minimum 3’ but may be 6’; there isn’t a clearance requirement for low voltage panels

## Fire Extinguishers

- Current (one year from maintenance date) and placed in all required areas
- Identify what is blocking a fire extinguisher

## UCP Postings

- Posted where parents can see and in languages required

# What We Look for in a Restroom

## Ceilings

- Free of hazards
- No evidence of water damage

## Walls

- No broken glass on windows or doors
- Doors are functional and not blocked

## Floors

- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

## Sinks/Fountains

- Operate every toilet, faucet, hand dryer, and drinking fountain
- Check that pressure is adequate
- Not a slip hazard
- Not leaking
- No mold, etc.

## Supplies

- Soap, Toilet Paper, Towels

## Overall Cleanliness

- Free of accumulated dirt, trash, etc.
- Nothing stacked high/insecurely





# What We Look for in an Auditorium

## Ceilings

- Free of hazards
- No evidence of water damage

## Walls

- No broken glass on windows or doors
- Doors are functional and not blocked

## Floors

- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

## Hazardous Materials

- Climate Comfort
- Paint is not peeling or chipping (doors)
- Free of mold/mildew
- Substances labeled “keep out of the reach of children” are kept out of the reach of children

## Electrical

- Identify what is blocking electrical panel
- No exposed wires
- Covered outlets
- Extension Cords – not trip hazards
- Surge Protector – not piggy-backed
- Electrical items such as microwave, etc. must be plugged into the wall outlet

- Clearance for electrical panels is minimum 3' but may be 6'; there isn't a clearance requirement for low voltage panels

## Fire Extinguishers

- Current (one year from maintenance date) and placed in all required areas
- Identify what is blocking a fire extinguisher

## Exit Signs

- Lit and functioning





# What We Look for in a Shop

## **Ceilings**

- Free of hazards
- No evidence of water damage

## **Walls**

- No broken glass on windows or doors
- Doors are functional and not blocked

## **Floors**

- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

## **Hazardous Materials**

- Climate Comfort
- Paint is not peeling or chipping (doors)
- Free of mold/mildew
- Substances labeled “keep out of the reach of children” are kept out of the reach of children
- Chemicals under the sink should be cited as a deficiency only 3 times in a report; additional rooms should be written with an \*, but not a “D”

## **Overall Cleanliness**

- Free of accumulated dirt, trash, etc.
- Nothing stacked high/insecurely

## **Electrical**

- Identify what is blocking electrical panel
- No exposed wires
- Covered outlets
- Extension Cords – not trip hazards
- Surge Protector – not piggy-backed
- Electrical items such as microwave, etc. must be plugged into the wall outlet
- Clearance for electrical panels is minimum 3’ but may be 6’; there isn’t a clearance requirement for low voltage panels

## **Fire Extinguishers**

- Current (one year from maintenance date) and placed in all required areas
- Identify what is blocking a fire extinguisher

## **Lockers/Benches**

## **Attached Showers/Restrooms**

# What We Look for in a Locker Room

## Ceilings

- Free of hazards
- No evidence of water damage

## Walls

- No broken glass on windows or doors
- Doors are functional and not blocked

## Floors

- Free of hazards
- Glue traps for insects and mice are acceptable in schools; no snap-type traps

## Hazardous Materials

- Climate Comfort
- Paint is not peeling or chipping (doors)
- Free of mold/mildew
- Substances labeled “keep out of the reach of children” are kept out of the reach of children

## Storage Issues

- Overhead
- Clutter

## Overall Cleanliness

- Free of accumulated dirt, trash, etc.
- Nothing stacked high/insecurely

## Electrical

- Identify what is blocking electrical panel
- No exposed wires
- Covered outlets
- Extension Cords – not trip hazards
- Surge Protector – not piggy-backed
- Clearance for electrical panels is minimum 3’ but may be 6’; there is no clearance requirement for low voltage panels

## Fire Extinguishers

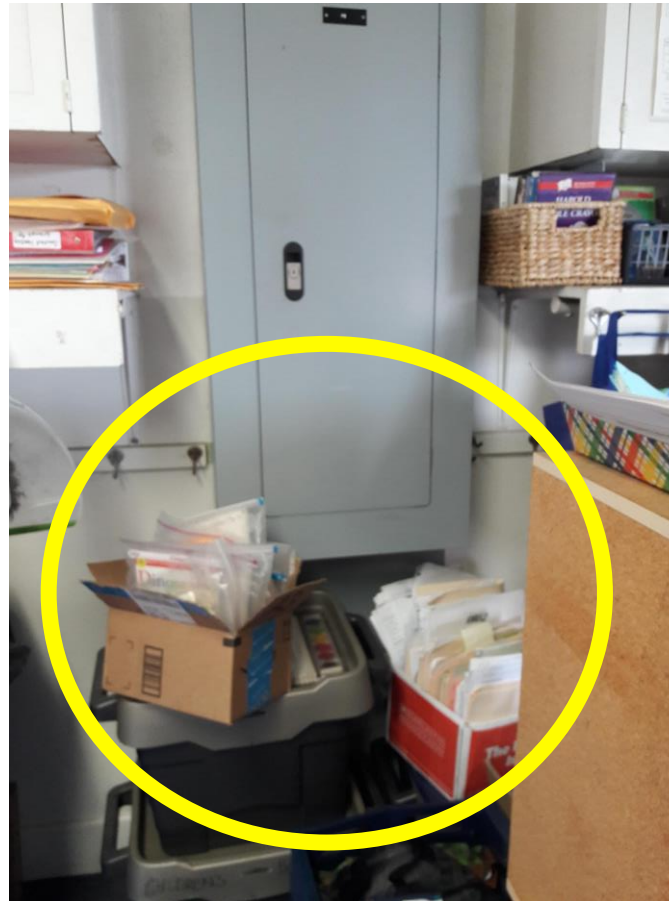
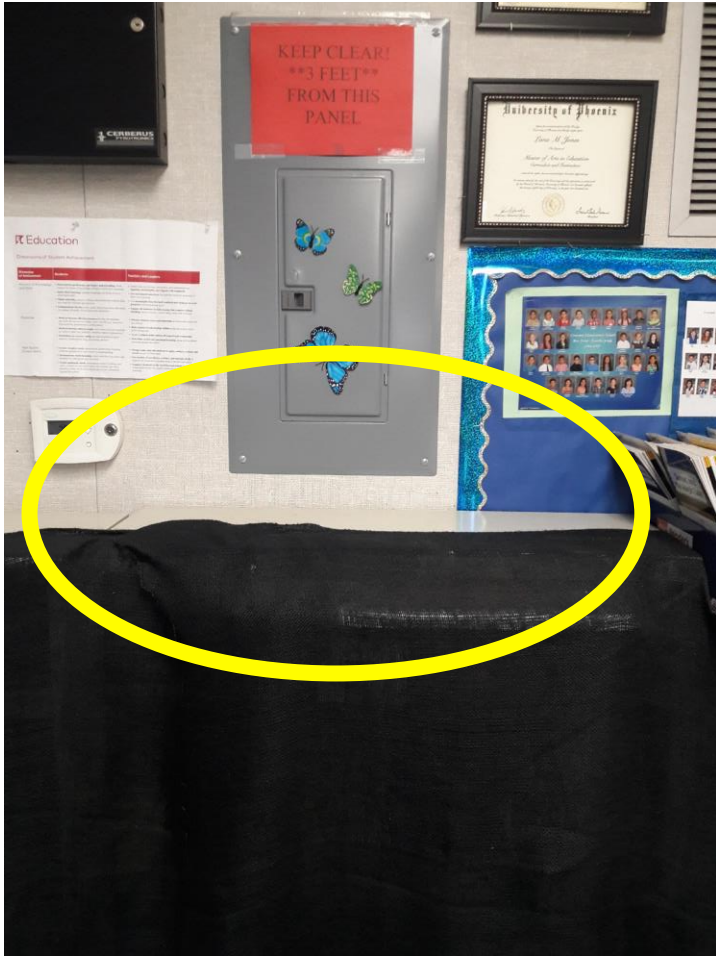
- Current (one year from maintenance date) and placed in all required areas
- Identify what is blocking a fire extinguisher

## Lockers/Benches

## Attached Showers/Restrooms



# Electrical Panels Deficiencies





# Outlet Deficiencies



# Ground Deficiencies

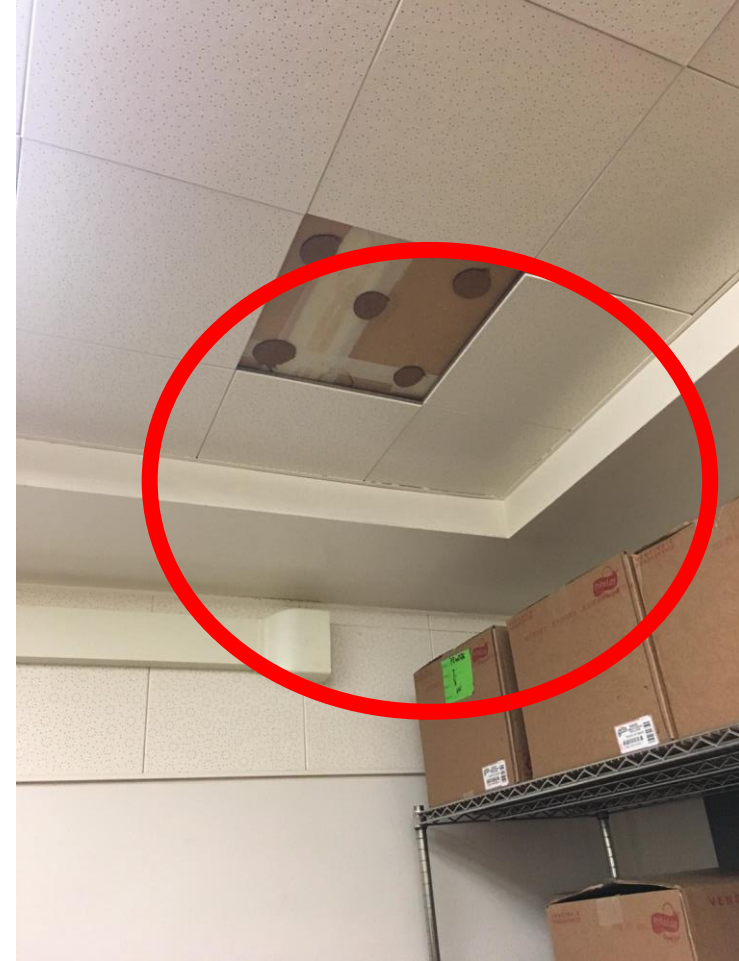
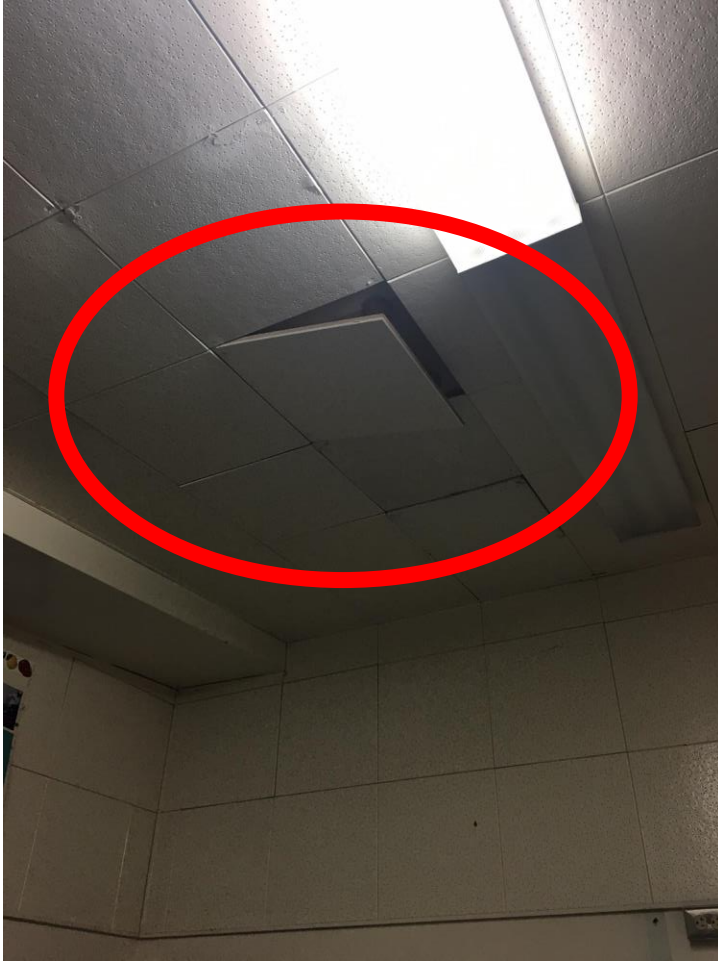




# Door Deficiencies



# Ceiling Deficiencies





# Other Deficiencies

