

Self-Audit Safety Checklist for Facility Maintenance Areas/Custodial

Purpose: This checklist is a guide to help create a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. These guidelines are based on OSHA Standards (29 CFR 1910).

Boiler Room	Y	N	Correction Required	Date/ Initials
Hartford Steam Boiler inspection is current				
Sprinkler system inspection is current				
Emergency shut off switches are located outside the boiler room				
If the system has glycol, when was it last inspected?				
Only items associated with operations of the boiler room and/or mechanical rooms are stored in these areas				
Exits and Emergency Preparedness	Y	N	Correction Required	Date/ Initials
Fire drills are conducted on a regular basis				
Adequate number of exits for emergency escape				
No locked, chained or barred exits restricting escape				
Emergency exits adequately illuminated				
Exterior exit surfaces clear for prompt exit				
Exit discharge areas and outside steps kept clear of snow, ice, or debris accumulations which could impede egress.				
Flammable or combustible materials removed from exit areas				
Exterior exit doors open outward to flat surface				
Fire doors are kept closed (unless equipped with a self-closing mechanism)				
Nothing is blocking fire doors				
Mirrors are not adjacent to an exit in a way which could confuse the direction of egress				
Draperies and similar hangings do not obscure an exit				
Vending machines, display boards, signs, coat racks and any other movable equipment do not obstruct the path of egress travel				
Exit access corridors have a six foot clear width				
Fire extinguishers are checked once per month by staff and annually by a qualified inspection servicer				
Emergency lighting is checked once per month for 30 seconds				
Written and posted emergency evacuation plan with exit map for all areas (primary and secondary routes)				

Areas of Assembly (gym, auditorium, multi-purpose rooms)	Y	N	Correction Required	Date/Initials
All assembly rooms display a sign posting the maximum capacity				
When using the area during school hours or for any other purpose, the maximum capacity is not exceeded				
When arranging folding seats or chairs for programs, exit aisles are maintained. Aisles are not less than 36" wide where serving seats on one side only, and not less than 42" wide where serving seats on both sides. The space between parallel rows of seats must not constitute an aisle. Not more than six seats shall intervene between any seat and an aisle (12 seats per parallel row). All aisle spaces are unobstructed.				
Electrical	Y	N	Correction Required	Date/Initials
Electrical outlets and switches - cover plates installed				
Receptacles are grounded				
Receptacles in kitchens and wet locations have GFCI				
Only UL-approved grounded, three-prong plug heavy duty extension cords are used				
Extension cords are not used for permanent wiring				
Power cords - electrical grounding pins (3-prong) intact				
Power strips are not connected (daisy-chain)				
Surge protectors are only used with electronic computer equipment or equipment that requires such protection				
Circuit panels have circuits labeled				
Circuit panels and boxes - unused openings are covered				
Circuit panels - access to panels is kept clear (36 inches in front of the width of all electrical panels)				
Wiring or extension cords do not run under carpeting, above ceilings, or through walls				
Cords and plugs on electrical equipment as well as extension cords are visually inspected before each use (looking for missing or deformed prongs, loose parts, damaged outer jacket or insulation, pinched or crushed outer jacket).				
Fire Prevention	Y	N	Correction Required	Date/Initials
Fire extinguishers - monthly visual check conducted by school personnel; initial and date				
Fire extinguishers - annual inspection				
Flammables stored away from ignition sources				

Sprinkler heads - items not hung or obstructing sprinklers (within 24")				
Draperies, curtains, and similar furnishings and decorations are flame resistant and certified as passing the flame resistance testing of NFPA 701 and do not exceed 10% of wall and ceiling areas.				
Display of live or fresh-cut trees is prohibited and not used				
Storage areas and supply rooms are kept neat and orderly. Empty cartons, old decorations, and other items are not allowed to accumulate. Storage of these materials are separated from heat sources.				
Student-prepared artwork and teaching materials attached directly to walls do not exceed 20% of wall areas.				
Nothing is stored within 24" of the ceiling.				
Floor Condition	Y	N	Correction Required	Date/ Initials
No slip, trip, or fall hazards				
Floors kept clean, orderly and dry				
No standing water				
Nonslip surfaces				
Broken, damaged floor or stair treads repaired				
Protruding object, loose boards, spills cleaned/repared				
Floor Refinishing	Y	N	Correction Required	Date/ Initials
Neoprene gloves and overboots worn when stripping floors				
Ventilation provided when stripping and finishing floors				
Aisles	Y	N	Correction Required	Date/ Initials
Unobstructed				
Corners unobstructed to offer clear view				
Sufficiently wide for material handling				
Ventilation	Y	N	Correction Required	Date/ Initials
Adequate ventilation for the process				
Hoods properly connected to exhaust system				
Hoods draw air away from people				
Clean-out ports for ducts provided				
Maintenance clean-out schedule observed				
Fans properly guarded				
Ladders	Y	N	Correction Required	Date/ Initials
Ladders are inspected before each initial use				

Ladders used according to purpose for which it is designed				
Safety feet in good operable condition				
Clean rungs (unpainted)				
No splinters on wood ladders				
No metal or aluminum ladders in electrical areas				
Commercial, Type 1A, rated for 300 lbs.				
Only one person on a ladder at a time				
If used above roof, 3-foot extension above roof level				
Danger tags available for defective ladders				
Tied at top and properly positioned				
Scaffolds or Platforms	Y	N	Correction Required	Date/ Initials
Nonskid flooring				
Level and plumb				
Safe access to platforms				
3-1/2" toeboard around all four sides of platform				
Working platforms at least 2 feet wide				
All access gates self-closing and locking				
No accumulation of tools and materials				
Lighting	Y	N	Correction Required	Date/ Initials
Illumination level sufficient for work performed				
Emergency lighting adequate and operating				
Task lighting on close-vision jobs				
Lighting is in good repair and free from broken glass, missing covers, and loose or visible wires.				
Emergency lighting of all exit routes				
Lock-out-Tagout	Y	N	Correction Required	Date/ Initials
Power is shut off before equipment maintenance (i.e. HVAC, appliances, lighting)				
Lockout-tagout equipment is available: Tags, locks				
Material Storage	Y	N	Correction Required	Date/ Initials
Stored material is secure and stable				
Stored material does not create a trip, fire, or pest hazard				
Mezzanines - railing if more than 4 feet above next level				
Shelves - item height is at least 18 inches below sprinkler heads				
Heavy items stored in manner to reduce lifting injury				

Personal Protective Equipment (PPE)	Y	N	Correction Required	Date/ Initials
Gloves, goggles, ear plugs, overboots are supplied for tasks with potential exposure to chemicals or particulates				
Roof	Y	N	Correction Required	Date/ Initials
Skylights are protected by guardrail, cage or net				
Workers on roof for maintenance activity are protected from falling off roof. Designated areas and training required				
Stairs	Y	N	Correction Required	Date/ Initials
Handrail and railing on stairs and exposed landings				
Stairs kept clear. No storage of material on stairs				
Platform provided when a door opens directly onto a stairway				
Uniform height and tread depth				
No worn or damaged stair treads				
At least 22" wide				
Grating-type tread on exterior stairs				
Sturdy railings on all open sided				
Proper lighting on stair areas				
Platform levels to break long flights of stairs				
Storage of Fuel Powered Lawn Equipment	Y	N	Correction Required	Date/ Initials
Gasoline and diesel fuel powered lawn and garden equipment (including snow-blowers) is stored in an appropriate, detached (outside) equipment storage building. If no, then choose the primary or secondary alternative				
Primary alternative: If outside storage facilities are not available on the school grounds a room in the school building that is designed with at least a 1-hour fire resistant rating and/or is protected by an automatic fire suppression system that has an access door leading directly to the outside without an entrance door into the building (these rooms are often referred to as "can" or "can washing" rooms and are usually located near the loading dock) is used.				

Secondary alternative: If the previous two features do not exist in or on school property, then a room with a self-closing 3/4 hour fire-rated door leading into the school from a room that has at least a 1-hour fire resistant rating and that is protected by an automatic fire suppression system is used to store gasoline and diesel fuel powered lawn and garden equipment. The interior door displays a sign indicating "Equipment Storage". The room is always locked.				
Fuel storage: In any of the storage solutions described above, fuel is stored in an approved 5-gallon (max.) metal safety can (flammable liquids).				
If additional fuel storage is necessary (beyond 30 days) an operational permit is obtained from the Fire Marshal's Office by the school administration.				
Onsite flammable liquids never exceed 60 gallons.				
Fueling equipment: The filling or removal of fuel in gas tanks (storage or equipment) is never conducted inside school buildings. All fueling operations are conducted outside the building, in open air. Report any fuel spills immediately.				
Security: In any of the storage solutions described above, doors remain locked to prevent unauthorized access.				
The school emergency response plan specifies the location of the fuel and equipment storage.				
Tools and Equipment	Y	N	Correction Required	Date/ Initials
Power tools inspected before use				
Power tools - electrical cords are 3-prong or double insulated				
Snowblowers: machine guards and push sticks available				
Lawnmowers: machine guards. Ride-on mowers have ROPS and seatbelts				
Mobile scaffolds: workers trained on use and stability				
Good condition of connecting cords, tools, and air hoses				
Guards and safety fixtures safe and operable				
Correct load rating for work performed				
Constant pressure switches on power tools				
Electrical extension cords in good condition				
Extension cords not connected to one another (daisy chain)				

Tradespeople, mechanics, and helpers properly trained in operation of equipment				
Machine Tools	Y	N	Correction Required	Date/Initials
Guarding of power transmission equipment				
Guarding of pinch points, in-running points, and points of operation				
Interlock guards in operation				
Eye protection available where needed				
Operating controls locked when not in use				
Emergency stop buttons readily accessible and operable				
Guards or deflect devices provided for chips/sparks from rotating equipment				
Machine tool operators properly trained in operation of equipment				
Potentially Hazardous Chemicals	Y	N	Correction Required	Date/Initials
Containers kept closed, labeled				
Safety Data Sheets (SDS) available for each product; kept in accessible location				
Volatile and flammable liquids are stored in approved containers and are not used in areas where there are open flames, electrical sparks, and running motors.				
Bulk storage of volatile or flammable liquids are stored in a flammable-liquid closet				
In the absence of a flammable-liquid closet, flammable liquids are stored in outside areas such as tractor storage rooms and locked				
Eyewash provided if chemical products are corrosive				
Green products are being used				
Up-to-date chemical inventory completed and available				
SDS available for all chemicals or federally listed hazardous chemicals				
Written plan hazard communication program prepared				
Employees trained in proper handling of each chemical				
Labels on all supplier drums and chemicals				
Labels on in-plant transfer containers				
Adequate storage cabinets provided with proper venting				
Proper absorbent materials on hand for spills				
Drums or tanks properly bonded and grounded				
Containers inspect for corrosion				
Pest management is controlled by a third party vendor				

Hoisting and Lifting Equipment	Y	N	Correction Required	Date/ Initials
Load capacity identified				
Overhead guards in place				
Limit stops working effectively				
Special area for refueling and recharging of batteries				
All hand and foot controls operational				
Full, unrestricted view for operator				
Operators properly trained in the use of the equipment				
Compressed Gases	Y	N	Correction Required	Date/ Initials
Special storage area away from heat sources				
Stored upright and chained to prevent falling over				
Contents legibly marked and segregated by item				
Caps hand-tight				
Mechanics and tradespeople properly trained in operation				
Receiving and Materials Handling	Y	N	Correction Required	Date/ Initials
Dock boards available				
Trailer truck wheel chocks available in receiving areas				
Pallets and skids in good repair				
Special storage area for unused skids and pallets				
Procedure to set aside broken skids and pallets				
Paths, aisleways, and stairways clear of obstructions				
Proper drainage to prevent accumulation of water or solvents				
Power Systems - Mechanical	Y	N	Correction Required	Date/ Initials
Proper guarding of any nip points, rotating collars, cams, chucks, couplings, clutches, shafts, flywheels, spindles, bolt ends, key ends				
Emergency stops fully operational				
Adequate arrangements for oiling and greasing				
Correct adjustment of work rest device on grinding wheels				
Vent hood in place and ventilation operational for grinding wheels				
Mechanics, tradespeople properly trained in the operation of these systems				
Power Systems - Hydraulic	Y	N	Correction Required	Date/ Initials
Pressure lines clearly identified				
Check maintenance procedures for nicks, dents, and wearing in lines				

Pressure regulated within limits				
Emergency stops fully operational				
Mechanics and tradespeople properly trained in the operation of equipment				
Power Systems - Electrical	Y	N	Correction Required	Date/Initials
Electrical control panels clearly identified and secured				
Only certified electrical specialists have access to panels				
Grounding testing conducted				
Explosion-proof fixtures in designated areas				
Any exposed conductors at rear of switchboard				
Flexible extension cords fray-free and absence of splices				
Electrical specialists trained in the operation/maintenance of this equipment				
Machine Guarding	Y	N	Correction Required	Date/Initials
Guard or safety device at each point of operation				
Guard fully prevents operator from reaching around guard				
Guards are totally effective and unable to be bypassed				
Mechanics are the only persons authorized to remove guards				
Mechanics held responsible to replace guards after completing repairs				
Start/Stop controls are within easy reach of operator				
Operators can see entire operation				
Controls clearly labeled				
Two-hand grips on hand-fed power presses				
Machinery can be oiled and greased without removing guards				
All controls, including foot controls, guarded against accidental start-up				
Adjusting or oiling procedures of moving machinery followed				
No bypassing or removing guards				
No operating equipment at unsafe speed				
Lockout and tagout procedures implemented				
Personal protective equipment is used				
Mechanics or adjusters properly trained				
Waste Disposal	Y	N	Correction Required	Date/Initials
Special containers provided for different types of waste (oily rags, chemicals, scrap paper and corrugated, garbage, medical waste, bloodborne pathogens waste, etc.)				

Food waste handled separately				
Waste is properly labeled				
Satisfactory external cartage and disposal arrangements				
Trash containers/dumpsters are stored away from the building, covered when not in use, and does not show evidence of pests or insects.				
Approved disposal arrangements for hazardous waste				
Asbestos	Y	N	Correction Required	Date/ Initials
Asbestos containing materials maintained in good condition				
Warning labels on asbestos in mechanical/custodial areas				
Asbestos condition evaluated every 6 mo; management plans available in each school (AHERA)				
Building Exterior	Y	N	Correction Required	Date/ Initials
No defective overhanging cornices, parapets, gutters, or tiling				
No loose bricks on chimneys or stacks				
Underground tank inspected				
Yard and Roads	Y	N	Correction Required	Date/ Initials
No obstructions or broken surfaces on roads				
Good housekeeping in yard areas				
No possibly combustible materials stored in direct sunlight				
No uneven or broken sidewalk surfaces				
Areas of dry grass kept in check so they aren't a safety hazard				
Appropriate traffic signs and markers				
Confined Spaces	Y	N	Correction Required	Date/ Initials
Confined spaces are identified and signs posted				
Staff not allowed to enter; third party professionals only				
Confined Space Entry	Y	N	Correction Required	Date/ Initials
Persons trained who must work in confined spaces				
Permit-required spaces identified				
Permit-required space entry procedures in place				
Annual Retraining				
Confined space purged with fresh air				
Written confined space entry program developed				
Constant atmosphere testing				
Rescue personnel on site				

Lifelines, harness apparatus and respirators in place				
Involved employees informed of entry procedures				
Elevators	Y	N	Correction Required	Date/ Initials
Annual inspection current				
Motors properly protected from dirt and steam				
Electrical wiring in good repair				
Fire extinguisher available				
Protection for electrical control panels				
Hoistway interlocks operating and protected				
Elevator pit in good condition and well lit				
Safe load capacity of elevator marked				
Emergency exit provided				
Safety devices tested and working properly				
Offices	Y	N	Correction Required	Date/ Initials
Floors have no slippery surfaces due to excessive polish or wax				
No holes or depressions in floors				
Rugs in hallways or office are free from holes, tears				
Aisles free of obstructions, including electric cords and outlets				
No unsafe ladders or trolleys				
General housekeeping is good				
No top-heavy filing cabinets (either by loading or drawer opening)				
Only one file drawer will open at a time				
Lifting, including opening of windows, is performed safely				
Correct use of pins, knives, scissors, staplers, paper cutter				
Fire escape doors unlocked and unobstructed for exit				
Glass doors either frosted or with lettering or decals				
Switch and cover plates in place				
No splinters in furniture or accessories				
No residential appliances				
No portable heaters				
No storage of flammables				
Fire extinguishers available; monthly/annual checks complete				
First-aid facilities available				
Adequate ventilation				
Proper ergonomics practiced				

Electric fans properly guarded			
Required Training - Custodial and Facilities Maintenance	New Hire (1)	Refresher (2)	Date/ Initials
Asbestos Awareness	Yes	Performance based	
Emergency action plan for all employees in facility	Yes		
Hazard communication for custodial/facility workers	Yes		
Ladder training for custodial/facility workers	Yes		
Lockout Tagout for custodial/facility workers	Yes		
Roof activity - designated areas for fall protection	Yes		
Staff trained on use of equipment (snow blowers, chainsaw, mobile scaffolds, mowers, saws, etc.) Follow owner's manual	Yes		

(1) - Train at new hire

(2) - Repeat training when a) new equipment or chemicals introduce new hazards to the work area; b) there is a change in procedures that present a hazard to which the employee has not been trained; or c) employer has reason to believe there are deviations from or inadequacy in employee's knowledge to perform the task safety.