

NOBLE AVENUE ELEMENTARY SCHOOL

Williams Facility Inspection Checklist

- Maintain overall cleanliness and safety in the classroom:**
 - Do not store ANY items on top of cabinets or tall bookcases. These are all fall hazards.
 - Maintain clear exit aisles. Relocate furniture if necessary.
 - 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 that would not fall over in the event of an earthquake.
 - Remove all chemicals from the classroom. This includes anything labeled "Keep Out of Reach of Children". If you wish to store a district approved chemical or cleaning product, keep it in a locked cabinet.
 - Remove all aerosols from classrooms.
 - Avoid excessive clutter in the classroom. This includes excessive amounts of recyclables.

- Observe good fire and life safety practices:**
 - Only use extension cords temporarily and ensure they are no longer than six feet.
 - Do not daisy-chain extension cords with other extension cords or surge protectors.
 - Tidy all computer wires in classrooms so that they do not pose a trip hazard.
 - Do not use plug-in air fresheners. These could potentially start fires, thus pose a fire hazard.

- Control environmental issues as much as possible:**
 - Maintain normally accepted ranges of interior temperature.
 - Do not obstruct heating, ventilating or air conditioning units or vents.

- Visibly post a copy of the current Uniform Complaint Procedure.**

- 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
 - ✓ 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

I certify that my classroom is in compliance with the Williams Inspection guidelines in the checklist above.

Name of Teacher

Room #