

SCHOOL FACILITY MAINTENANCE & SAFETY CHECKLIST

(Daily Safety & Egress Walk)

Daily Safety & Egress Walk

Week of: School: Inspector:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Walk corridors and stairwells: confirm exit routes are clear, unobstructed, and free of storage.							
Confirm exit doors open freely from inside and are not chained, blocked, or propped in a way that defeats egress.							
Check exit signs are illuminated and emergency lighting is functional along egress paths.							
Confirm exterior doors are secured except the controlled/monitored entry point.							
Check fire extinguishers are in place, charged, and unobstructed; sprinkler heads and pulls are clear.							
Inspect entrances, walkways, stairs, and floors for slip/trip hazards, spills, ice, or damage.							
Confirm restrooms are clean, stocked, and functional.							
Check general lighting inside and out; report outages in occupied and egress areas.							
Note any vandalism, damage, or safety hazard for immediate work-order follow-up.							
Additional Task:							

Instructions:

Complete daily, before students arrive where possible. Clear egress and functioning fire-safety equipment are non-negotiable – a blocked exit or a chained egress door is a life-safety hazard and an OSHA 1910.36 / fire-code finding. Exterior doors should be secured except at the controlled entry point for security. A daily custodial/facilities walk catches slip hazards, outages, and vandalism before they cause injury, and creates the documented record districts need to demonstrate ongoing safety oversight.

SCHOOL FACILITY MAINTENANCE & SAFETY CHECKLIST

(Playground & Grounds)

Playground & Grounds

Week of: School: Inspector:

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Scan the playground before use for broken equipment, sharp edges, vandalism, and debris in fall zones.							
Check for foreign objects, standing water, and hazards (glass, needles, animal waste) in play areas.							
Confirm protective surfacing is in place and adequately deep in fall zones (e.g., 12" loose-fill for equipment up to 8 ft).							
Inspect equipment fasteners, connectors, chains, and joints for looseness, wear, or corrosion.							
Check for entrapment hazards (openings roughly 3.5"–9") and protruding bolts or hooks.							
Confirm equipment is stable, anchored, and free of cracks or structural damage.							
Inspect grounds, walkways, fencing, and gates for hazards and secure closure.							
Check parking, drop-off, and bus areas for hazards and clear sightlines.							
Additional Task:							

Instructions:

Complete a daily pre-use visual scan by trained staff; deeper equipment checks are done monthly by maintenance, and a full inspection annually by a Certified Playground Safety Inspector (CPSI). The CPSC reports over 200,000 playground injuries treated in ERs each year for children under 15, and about 62% of serious injuries involve equipment failure — the daily scan catches vandalism, debris, and obvious damage before children access the equipment. Protective surfacing depth and entrapment openings (3.5"–9") are the details most tied to serious injury (CPSC / ASTM F1487). Document and correct hazards immediately.

SCHOOL FACILITY MAINTENANCE & SAFETY CHECKLIST

(Systems, Labs & Weekly/Monthly)

Systems, Labs & Weekly/Monthly

Month: School: Technician:

TASK	1ST	2ND	3RD	4TH	5TH
Verify the fire alarm panel is in normal status with no active trouble signals.					
Check HVAC operation and comfort; service filters on schedule and confirm ventilation for indoor air quality.					
Inspect electrical panels and outlets for hazards; confirm 36" clearance and no exposed wiring (OSHA 1910.303).					
Inspect science lab safety: eyewash/shower operation, chemical storage, SDS access, and PPE stock.					
Confirm kitchen/cafeteria equipment and refrigeration temperatures are in range and logged.					
Verify accessible routes, restrooms, and signage remain compliant and unobstructed (ADA).					
Check gym, athletic, and shop equipment for safe condition and secure mounting.					
Confirm emergency/AED equipment is present, accessible, and within service dates.					
Additional Task:					

Instructions:

Perform weekly or monthly as noted. Schools carry overlapping compliance obligations — fire code, ADA accessibility, indoor air quality, science-lab chemical safety, and cafeteria health codes each with their own requirements. Science labs need working eyewash/emergency showers, proper chemical storage, and accessible SDS sheets. Keep ventilation and filters on schedule for indoor air quality, and confirm electrical safety per OSHA 1910.303. Log cafeteria refrigeration temperatures for health compliance. Document each check so the district can show a complete safety record.

SCHOOL FACILITY MAINTENANCE & SAFETY CHECKLIST

(Fire Drills, Documentation & Compliance)

Fire Drills, Documentation & Compliance

Date.....

TASK	STATUS
Conduct and document monthly fire drills: date, drill type, routes, full-evacuation time, and headcount.	
Record drill deficiencies observed and the corrective actions taken, with administrator sign-off.	
Keep fire-protection records current: extinguisher, alarm, and sprinkler inspections per NFPA and the fire marshal.	
Maintain daily safety-walk and playground inspection logs (daily, monthly CPSI records).	
Log all hazards found with location, corrective action, owner, and completion date; convert to work orders.	
Retain HVAC/IAQ, electrical, and elevator inspection records and certificates.	
Keep asbestos (AHERA) and lead-paint management documentation current where applicable.	
Organize records so they are audit-ready for fire marshal, OSHA, and state inspections.	
Additional Task:	

Instructions:

Documentation is a life-safety obligation, not a paperwork exercise. NFPA 101 and most state education codes require monthly fire drills with recorded evacuation times, headcounts, and deficiencies – and the single most common fire-marshal finding in schools is incomplete or missing drill records: drills conducted but never logged. Keep playground (daily/monthly/annual CPSI), fire-protection, and systems records current, and convert every hazard into a tracked work order with an owner and due date. Organize records so a district can produce them the moment an inspector arrives.