



New Hampshire

Department of Education

Bureau of School Safety and Facility Management

25 Hall Street, Concord, NH 03301

Telephone: (603) 731-2012.

SCHOOL FACILITY INSPECTION FORM

INSTRUCTIONS

A school facility inspection is part of the New Hampshire Department of Education (NHED) review process to ensure schools operate in a clean, healthy, and safe facility as required by Ed 320.

Schools must complete and submit this form and upload it in ESSP with the **Public-School Facility Renewal to Operate Application Part 1**. Please answer all questions. If a question does not apply, mark it as "N/A". Explain all answers marked as "No" if possible. Further, the school official or designate must sign and date the form as indicated on the last page.

In addition, if corrective actions are required, the school must correct the deficiencies by the corrective action date provided and notify the NHED when such deficiencies are corrected.

SECTION A - SCHOOL INFORMATION

Date of inspection:	Grades:	Name of building:
School name:		Address:
Principal:	Email:	Phone number:
Facility Director:	Email:	Phone number:

SECTION B - THE INSPECTION CHECKLIST

1. Sewer/Water	YES	NO	NA	COMMENTS
Does a Municipal System treat with wastewater?				
Does a Municipal system supply the water?				
If a domestic well supplies water, please enter the supply system ID.				
If an onsite septic is on-site approval? When was it last pumped?				
2. Gates/Fencing	YES	NO	NA	COMMENTS
Are gates/fences in good repair? (No holes, vegetation, or sharp edges)				
Are locks and security hardware in good repair?				
3. Parking Lots	YES	NO	NA	COMMENTS
Are exits onto public streets free from visibility obstructions?				
Are parking areas identified (e.g., staff, visitors, students)?				
Are direction signs and poles in good repair?				
Are paved surfaces in good repair?				
Is ADA parking provided?				
Are all building sides accessible to emergency equipment?				
Are pedestrians protected from traffic flow (e.g., crosswalks, speed bumps)?				
4. Bus	YES	NO	NA	COMMENTS

Are areas where students congregate while waiting for buses adequate to avoid overcrowding?				
Are "No idling" signs posted?				
Are traffic patterns marked?				
Are parent drop-off and pick-up zones designated and separated from bus traffic?				
5. Building	YES	NO	NA	COMMENTS
Are exterior walls free from cracks or other damages?				
Are windows free from cracks/broken panes?				
Are stairs, landings, and handrails in good repair and fastened securely?				
6. Roofs	YES	NO	NA	COMMENTS
Are roofs in good condition? Free of debris, drainage, physical damage, and structural deformation?				
Are roofs inspected regularly?				
Are wooden trusses checked?				
7. Portables	YES	NO	NA	COMMENTS
Are portables connected to the main building?				
Is a clear path to the main building provided?				
Are bathrooms provided?				
Are portables clean?				
8. Entrances	YES	NO	NA	COMMENTS
Are floor mats provided inside all entrances?				
Are there adequate signs, postings, or window decals to direct visitors to the main office?				
Is there a sign-in/out sheet for visitors?				
Are visitor badges provided?				
Are windows/doors in good repair?				
Is the entrance free of evidence of water intrusion?				
Do doors open easily?				
Is the threshold free of trip hazards?				
Do locks/handles appear to meet ADA requirements?				
9. Hallways	YES	NO	NA	COMMENTS
Are ceilings in good repair (no significant cracks, holes, water stains, or missing tiles)?				
Are walls in good repair (no significant cracks, tears, holes, or water stains)?				
Are floors in good condition (no broken tiles or torn carpet)?				
Are carpets vacuumed with HEPA filters?				
Are hallways well lit?				
Are lockers, cabinets, and display cases mounted to walls or floors?				
Are drinking fountains ADA-accessible?				
10. Electrical Room	YES	NO	NA	COMMENTS
Is the room clean and free of clutter?				
Are all electrical panels secured?				

Have all electrical circuits been identified?				
11. Equipment/Boiler Room	YES	NO	NA	COMMENTS
Is the room free of odor?				
Are doors shut and locked when not in use?				
Is a 3' clearance provided around all heating equipment?				
Is there safe storage of flammables, such as gasoline, spirit fluid, etc., in the furnace/boiler room?				
Is the furnace boiler room free of surface water?				
Are units serviced regularly?				
Are filters changed regularly?				
Are vents clean?				
Are units in good repair?				
12. Custodian Closets	YES	NO	NA	COMMENTS
Is the custodial room orderly and sanitary?				
Are cleaning products adequately labeled and stored?				
Are areas around slop sinks dry?				
Are custodians trained in safety and health hazards?				
13. Stairwells	YES	NO	NA	COMMENTS
Is the lighting in stairwells adequate?				
Are stair treads in good repair and have a non-skid material?				
Are handrails in good repair?				
Are handrails a minimum of 36" in height?				
Are handrails enclosed to less than 4"?				
14. Elevators	YES	NO	NA	COMMENTS
Are elevators ADA-compliant?				
Are elevators clean and in good working order?				
15. Kitchen and Cafeteria	YES	NO	NA	COMMENTS
Are staff on hand to respond to student emergencies?				
Is the hood suppression system clean?				
Is the kitchen floor in good repair?				
Are storage shelves properly secured?				
Are walk-in refrigerators in good repair?				
Are refrigerator logs posted and updated daily?				
Is there adequate space to provide lunch?				
16. Gymnasiums	YES	NO	NA	COMMENTS
Is the gym used for multi-purposes (i.e., lunchroom/art room/music room)? If yes, indicate what other uses it serves.				
Are walls properly covered (e.g., padding)?				
Are showers/changing rooms clean and in good repair?				
Are floors, walls, and ceilings in good repair?				
Are seats/bleachers in good repair?				
Is there enough storage space?				
Is storage space orderly?				
Are lights protected from breakage?				

17. Auditorium	YES	NO	NA	COMMENTS
Are backstage and storage shelves bolted to the floor or wall?				
Are seats fixed and in good repair and fastened securely to the floor?				
Are floors, walls, and ceilings in good repair?				
Are stage areas in good repair?				
Is there adequate storage?				
Is the storage orderly?				
18. Health Clinic/Nurse's Office	YES	NO	NA	COMMENTS
Are medication supplies properly locked?				
Is there adequate room for student privacy?				
19. Other Support Spaces	YES	NO	NA	COMMENTS
Does the guidance office have adequate space?				
Is the teachers' room clean?				
Is the laminator located in a well-ventilated area?				
20. General Classrooms	YES	NO	NA	COMMENTS
Are rooms clean and free of clutter?				
Is the furniture clean and in good repair?				
Are classrooms well-lit?				
Are doors in good repair and open easily?				
Are thresholds free of trip hazards?				
Are ceilings in good repair (no significant cracks, holes, water stains, or missing tiles)?				
Are walls in good repair (no significant cracks, tears, holes, or signs of mildew/mold)?				
Are floors in good condition (no broken tiles or torn carpet)?				
Are carpets vacuumed with HEPA filters?				
Are shelves, cabinets, and display cases mounted to walls or floors?				
Are extension cords used only for temporary use and not daisy chained?				
Is there adequate space to move around?				
Is classroom temperature well controlled?				
Is there air circulation while the room is occupied?				
Is the HVAC system quiet when running?				
Is the ventilation unit clear of objects (i.e., not blocked, top or bottom)?				
Is there a return diffuser?				
21. Media Center, Library and Technology Center	YES	NO	NA	COMMENTS
Is the room clean and free of clutter?				
Is there appropriate storage space?				
Is the space well-lit?				
Are shelves, cabinets, and display cases mounted to walls or floors?				

Does the space appear ADA compliant (e.g., tables and desks are 36" from each other)?				
Are computers away from heat/water sources?				
22. Science Rooms	YES	NO	NA	COMMENTS
Are emergency eyewash and shower equipment readily available and regularly tested?				
Are the MSDS properly managed?				
Is the chemical room clean and well-ventilated?				
Are all containers of chemicals properly labeled and stored?				
Are heavy items stored on lower shelves?				
Are shelves, cabinets, and display cases mounted to walls or floors?				
Is a first aid kit available?				
Are the chemical fume hoods in working order?				
23. Art Room	YES	NO	NA	COMMENTS
Is the room clean and free of clutter?				
Is an adequate storage area available?				
Is the storage room clean and organized?				
Are fire blankets or fire extinguishers available?				
Are kilns and storage rooms adequately ventilated?				
Are shelves, cabinets, and display cases mounted to walls or floors?				
Are heavy items stored on lower shelves?				
24. Music Room	YES	NO	NA	COMMENTS
Is the room clean and free of clutter?				
Is an adequate storage area available?				
Is the music room located away from quiet areas of the building?				

SECTION C - DEFICIENCIES

List of items to be addressed as well as the deadline for completion. For each item, please email NHDOE a photo of the completed work as well as a short description of the work done to address the item(s) listed below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Above items due by: _____

SECTION D - ACKNOWLEDGEMENT/SIGNATURES

Your facility inspection is not intended as a guarantee or warranty, expressed or implied, regarding the future adequacy, performance, or condition of any inspected structure, item, or system.

By signing below, I acknowledge the receipt of this form. Your signature does not reflect your agreement or disagreement with the contents; it simply reflects that you received the form on the date indicated. Failure to sign the form will not affect its validity nor delay your facility's review.

School official's name & title:	Signature:	Date:
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