

New Hampshire Department of Education
 Division of Program Support
 Bureau of School Safety and Facility Management
 101 Pleasant Street, Concord, NH 03301-3852
 Telephone: (603) 271-3427

School Facility Self-Assessment Checklist

Last revised: January 5, 2018

ENTRANCES	YES	NO	COMMENTS
1. Is the entrance well lit?			
2. Are floor mats provided on the inside of all entrances?			
3. Are floor mats maintained to prevent tripping?			
4. Are steps in good condition with no broken or loose steps?			
5. Is a handrail installed and is it firmly attached?			
6. Is there a sign directing all visitors to sign in at the office when entering the facility / building / school?			
HALLWAYS	YES	NO	COMMENTS
7. Are all hallways and entrances to rooms well lit?			
8. Are all areas clean and free of loose materials and debris that could create a tripping hazard?			
9. Are all areas free of tripping hazards (cords, boxes, furniture, etc.) that could create a tripping hazard?			
10. Are the flooring materials in good condition? No loose or broken tiles / boards; torn, wrinkled or bunched up carpets.			
11. Are lockers, cabinets, display cases, and other items securely mounted to the wall or floors?			
12. Are fire doors not blocked open (if applicable to include classroom doors)?			
13. Are fire extinguishers and fire alarm pull boxes, properly identified, accessible, and securely mounted?			
STAIRS AND STAIRWAYS	YES	NO	COMMENTS
14. Are stairs and stairways well lit?			
15. Are stairs free of clutter and trash and debris that could create a slip / trip / fall condition?			
16. Are the stairs in good condition with no broken steps or damaged or excessively worn runners?			
17. Are handrails installed securely and in good condition?			
18. Are emergency lights and exit signs in good working order?			
19. Are landings free of storage materials?			
20. Is storage allowed under the stairs?			
EXITS	YES	NO	COMMENTS
21. Are exits properly marked?			
22. Do all exit doors open outwards with the path of egress?			
23. Are exit doors free of chains or padlocks when students/staff are located in the building?			
24. Do all exit doors open freely and provide an unobstructed path to an outside public area?			

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CLASSROOMS	YES	NO	COMMENTS
25. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?			
26. Are walls covered more than 20% with paper? (If room is sprinkled you can have up to 50%)			
27. Are closets and storage rooms clean and orderly?			
28. Are fire escape route plans accurate and in plain sight?			
29. Is adequate aisle space provided for a quick exit of students?			
GYMNASIUMS	YES	NO	COMMENTS
30. Are lights protected from glass breakage?			
31. Is the floor in good condition?			
32. Are all exits properly marked and maintained?			
33. Are there mats behind the basketball goals and in other areas where students can run into or fall from heights?			
34. Are locker rooms and shower facilities kept clean and free of standing water?			
AUDITORIUMS	YES	NO	COMMENTS
35. Are aisles and walkways free of trip hazards?			
36. Are the stairs leading to the stage provided with a handrail?			
37. Are backstage areas lighted sufficiently to prevent slips and falls?			
SUPPLY / EQUIPMENT / STORAGE / CUSTODIAN / CLOSETS	YES	NO	COMMENTS
38. Are the doors shut and locked when not in use?			
39. Are all chemical containers clearly labeled with the name of the chemical and any warnings?			
40. Are items stored neat and orderly?			
41. Are the floors free of standing water or liquids?			
BOILER / ELECTRICAL / MECHANICAL ROOMS	YES	NO	COMMENTS
42. Are the doors shut and locked when not in use?			
43. Is the room clean and orderly and not used for storage of non-essential materials and items (Holiday decorations, spare or old books, etc.)?			
44. Are the floors free of standing water or liquids?			
45. Are electrical panels and breaker boxes clear of obstructions?			
46. Are electrical boxes, switches and receptacles covered?			
CHEMICALS	YES	NO	COMMENTS
47. Are MSDS available?			
48. Are hazardous materials containers labeled?			
49. Are eyewash/emergency shower available and functional?			

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RESTROOMS	YES	NO	COMMENTS
50. Are floors clean and dry to prevent slips and falls?			
51. Is the restroom well lit?			
52. Are the restrooms maintained clean and sanitary?			
FIRE SAFETY	YES	NO	COMMENTS
53. Are portable fire extinguishers of proper type mounted, accessible and inspected?			
54. Are sprinkler system functional/inspected/documented?			
55. Are smoke/heat detectors functional and inspected?			
56. Is there a minimum 18" clearance below sprinkler heads?			
57. Are sprinkler valves locked open?			
ROOFS	YES	NO	COMMENTS
58. Is roofing material intact and without missing material, deterioration or damage?			
59. Is there any damage to skirting or siding?			
60. Are flat roofs free from standing water and debris?			
61. Are building ceilings and walls free of active roof leaks?			
62. Are roofs checked often?			
63. Are roofs checked for snow/water loads?			
64. Are wooden trusses checked?			
OTHER	YES	NO	COMMENTS
65. Are signs posted noting the prohibition of smoking inside and outside the public school's facilities? (RSA 126-K)(RSA 155:66)			
66. Are No Idling signs posted (required by RSA 200:11a)?			
ADDITIONAL INFORMATION OR COMMENTS			