## Custodial Office/ Closets
- Finishes easily cleanable & maintained
- Asbestos management plan of file
- Radon testing results on file
- SDS provided for custodial chemicals, organized
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- Closets with chemicals remain locked, when not occupied
- Chemicals properly stored and labeled with date of entry into school (label boxes if unopened)
- Chemical Hygiene Plan available - written plan for storage, clean up, handling of chemicals
- No accumulation of combustibles
- Vacuum breakers/ backflow prevention devices for mop sinks/hose bibs
- Mops & equip. properly stored, single mop used for biohazard cleanup
- Check sanitizer and disinfectant concentrations, using pH test log

## Boiler Room
- Finishes easily cleanable & maintained
- Room remains locked
- Boiler inspection certificates current
- No storage of flammable/combustible materials
- Combustion air open
- Carbon monoxide detector present and tested annually, at minimum
- No spills or leaks from equipment

## Tractor Shed
- Flammables cabinet for flammables >10 gallons
- No combustibles stored on top of flammables cabinet
- Gas containers labeled as restricted
- Weed sprayers labeled

## Grounds and Playgrounds
- Well drained, free of ice, refuse, weeds, etc.
- Pipes, manholes locked
- Bike racks, window hazards
- Shock absorbent material and safe equipment with minimal pinch hazards
- Refuse areas clean, well-constructed, containers covered
- Backflow on sprinkler systems, non-potable water

## Health Service Rooms
- Finishes easily cleanable and maintained
- Disinfectant used for bodily fluids, sanitizer used on surfaces after each student is seen. Check concentrations every 2 weeks
- 35’ candles of light
- One cot per 400 students with cleanable surface
- Separate room for ill in the event of communicable disease
- Hand sink in room/restroom within 50 ft.
- 1st aid kit supplies are not expired and include:
  - Gauze pads
  - Antiseptic ointment
  - Roller gauze
  - Plastic bags
  - Adhesive tape
  - Band-Aids
  - Hand cleaner
  - Scissors
  - Small Flashlight
  - Tweezers
  - Disposable gloves
  - Blanket
  - Medication Log & storage, administration by trained personnel, disposal procedures
  - List of personnel with 1st aid and CPR training
  - At least 1 person on site
- Written plan for medical emergencies
- First aid
- Outbreaks
- List of emergency phone numbers
- Immunization tracking

## Gymnasium
- Floors, walls, easily cleanable, maintained
- Basketball boards padded for high schools
- Switches for bleachers inaccessible to students
- Sanitizing of mats/other equipment/good repair between classes in weight rooms weekly for gymnastics/tumbling between classes in weight rooms weekly for gymnastics/tumbling wrestling uses sep. mop & bucket (disinfected)
- 60°F minimum, 20’ candles of light
- 9 sq. ft. per shower/ 12 sq. ft. in newer construction
- Sloped locker tops/locker tops clean
- Disinfectant available for emergency cleanup
- Drinking water accessible
- Equipment in good condition, no tears on mats

## Computer Labs, Libraries, Etc.
- Sanitizing of headphones, keyboards at least 1x/week
- Removable covers on furniture and washed when visibly dirty or 1x/ month, at minimum
- 35’ candles of light
- Bookshelves secure
Restrooms
- Finishes easily cleanable and maintained
- Plumbing in good repair
- Hot water between 90° and 120°F
- Hot and cold water under operating pressures (20 PSI minimum)
- New construction: keyed hose bib, floor drain if >2 toilets
- Hand towels, soap, toilet paper, garbage cans present
- No drinking fountains in restrooms
- Mechanical exhaust is operational
- No greater than 200' from classrooms
- Lighting adequate, 20 ft. candles
- Adequate hand washing practices occurring

Stage/Auditorium
- Surfaces & Equipment in good repair
- Exits and safety equipment unobstructed by props
- Cable, ropes, ladders checked & in good repair
- Balconies locked/inaccessible to students
- Hazardous materials locked/flammables in fire cabinet (>10 gallons)
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic, non-toxic materials used when possible
- Safety data sheets and inventory of chemicals available
- Hand wash sinks, eye wash, eye-protection available dep. on materials & equipment used
- Light panels locked
- 10' candles of light in auditorium
- Fire extinguisher present and current service tag
- Extension cords approved and sized properly

Art
- No cadmium, chromium, cobalt (check glazes)
- Finishes easily cleanable, maintained
- Hand washing facility, hot and cold water provided
  - Soap and paper towels
- No drinking fountains on art sinks
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic
- Non-toxic supplies substituted when available
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- SDS provided for art chemicals, organized
- Chemical Hygiene Plan available - written plan for storage, clean up, handling of chemicals
- Secondary containers labeled (no food containers)
- Food items used for experiments or projects labeled “not for consumption”
- Approved cabinet for flammables (if >10 gallons)
- Adequate mech. ventilation if toxic/hazardous materials are used
- Kilns located away from mech. ventilation; flammables/combustibles
  - Fire curtains if in classroom
- Electric kilns no exhaust in boiler room
- Automatic shut-off for kiln
- Power equip. w/ proper guards, cords in good repair
- No eating, drinking in chemical use or storage areas
- Eye protection (if necessary)
  - method to sanitize eye protection
  - UV sanitizing cabinet bulb log (if necessary)
- Eye wash fountain
  - annual testing
- Fire extinguisher present and current service tag, if open flames
- First aid kit stocked w/ supplies; no medication
- Paper cutter arms down, cutter should not drop like guillotine
- Emergency Phone Numbers (if necessary)

Classrooms
- Wall, floors, cabinetry finishes easily cleanable & maintained
- 35’ candles of light
- Soap, hand towels at sinks, water temp 90°-120°F
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic, non-toxic supplies substituted when available
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- No cooking or food prep in classroom
- Food items used for experiments or projects labeled “not for consumption”, proper storage
- Electrical equip in good repair
- Animals enclosures clean, sanitary
- No amphibians, reptiles, poultry for Kindergarten
- No heavy materials stored above head height
- Windows screened, adequate blinds, light control
- Sanitizing headphones, keyboards, toys, cots in K
- Comfortable air temp. >65°F, not excessively hot
- Trash emptied at least once/week or when full
- Hand sanitizer used by staff only; hand sanitizer not used in lieu of hand washing by students

Special Needs Classrooms
- Sanitizing of classroom surfaces, i.e. tables/ chairs
- Disinfecting of restroom surfaces
- Procedures for diapering and toileting practices followed/ location of supplies
- Dispensing of medication procedures
- Appropriate use of room
Larimer County Health Department
School Inspection Checklist

Miscellaneous
- Written plan for internal and external disasters on file
- Swimming pool chemical rooms have current SDS and chemical inventory/organized
- Plan addressing operating in extreme temperatures

Shops
- Floors, walls, ceilings, in good repair
- 60°F minimum temperature
- 35’ candles of light
- Hand washing facility, hot and cold water provided
- Soap and paper towels
- Eye protection used when applicable
- Method for sanitizing/individual glasses
- UV sanitizing cabinet bulb log (if necessary)
- Hearing protection
- Sanitized in between student use
- Use areas marked off
- Fire extinguisher present and current service tag, if open flames
- Fire blanket
- Eyewash fountain tested annually at minimum
- Safety shower (if necessary) tested annually
- First aid kit stocked w/supplies; no medication
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic
- Non-toxic supplies substituted when available
- SDS provided for industrial tech chemicals, organized
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- Chemical Hygiene Plan available- written plan for storage, clean up, handling of chemicals
- Master gas & electrical shut-offs provided & labeled test annually
- Tools and materials organized in shop areas
- Cords, plugs good condition, grounded, no temporary wiring
- No eating, drinking in chemical use or storage areas
- Exits unobstructed/no flammables by exits
- No loose clothing, jewelry, hair restrained
- Compressed gas cylinders labeled, secured; valve protection caps, storage; 02 stored separate from fuel and flammables/heat
- Welding: proper lenses and PPE available, operation isolated, proper ventilation being used
- Paint booths, ventilation away from breathing zone, air flow tested annually; No canopy hoods
- Shop machinery securely anchored, good repair
- Proper guards on equipment
- Oil soaked rags in covered metal container, emptied nightly
- No compressed air for cleaning
- Protective clothing provided, in good repair
- Emergency Phone Numbers (if necessary)

Photography Labs
- Hand washing facility, hot and cold water provided
- Soap and paper towels
- Safety shower and eye wash fountain tested annually, at minimum
- Eye protection used and sanitized when applicable
- 35’ candles, red safety light for dark room use
- Flammables in locked fire cabinet (>10 gallons)
- Local exhaust ventilation to exhaust away from student
- Fire extinguisher present and current service tag, if open flames
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic
- Non-toxic supplies substituted when available
- SDS provided for photography chemicals, organized
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- SDS provided for lab chemicals, organized
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- Secondary containers labeled
- Chemical Hygiene Plan available- written plan for storage, clean up, handling of chemicals
- Chemical spill kit present
- Chemical storage by reactive groups, nitric acid in separate container, no prohibited chemicals in school
- Explosion proof refrigerator for alcohols
- Chemicals labeled with name and date entered school
- No mouth pipetting
- Fire extinguisher
- Class D extinguishing agent (combustible metals)
- Fire blanket for labs with open flames
- Hand washing facility, hot and cold water provided
- Soap and paper towels
- Eyewash fountain tested annually at minimum

Laboratories
- Floors, walls ceilings in good repair
- 35’ candles of light
- Annual inventory of materials that are not AP, CP, or ASTM certified non-toxic
- Non-toxic supplies substituted when available
- SDS provided for lab chemicals, organized
- Restricted chemicals identified on chemical inventory & labeled as restricted on container
- Secondary containers labeled
- Chemical Hygiene Plan available- written plan for storage, clean up, handling of chemicals
- Chemical spill kit present
- Chemical storage by reactive groups, nitric acid in separate container, no prohibited chemicals in school
- Explosion proof refrigerator for alcohols
- Chemicals labeled with name and date entered school
- No mouth pipetting
- Fire extinguisher
- Class D extinguishing agent (combustible metals)
- Fire blanket for labs with open flames
- Hand washing facility, hot and cold water provided
- Soap and paper towels
- Eyewash fountain tested annually at minimum
Larimer County Health Department
School Inspection Checklist

__ Safety shower (if necessary) tested annually
__ First aid kit stocked w/ supplies; no medication
__ Master gas and electric shutoffs
  __ tested annually
__ Hoods 100ft per min, tested annually
__ Eye protection used when applicable
  __ Method for sanitizing; or individually assigned
  __ UV sanitizing cabinet bulb log (if necessary)
__ No eating, drinking in chemical use or storage areas
__ Chem storage areas locked, ventilated to outside
__ No mercury thermometers
__ Aprons/coats as needed
__ Emergency Phone Numbers (if necessary)