



Low Risk School Inspection Checklist

Documentation

- ☐ An asbestos management plan or an architect's letter stating that no asbestos-containing materials were used during construction
- ☐ Radon testing results
- ☐ A written all-hazards plan for handling disasters, including large ones
- ☐ An extreme temperature plan that addresses operations during periods of extreme temperature (such as building too hot and loss of heat)
- ☐ A list of emergency services phone numbers, including the school address and phone number
- ☐ A list of CPR/First Aid certified staff members
- ☐ Documentation of annual or monthly testing of carbon monoxide alarms (only required if the school has equipment that uses fossil fuels).

Nurses Office

- ☐ Accessible hand sink and restroom within 50 feet
- ☐ One cot available for every 400 students, which is non-absorbent and easily cleanable or provided with washable cover
- ☐ A first aid kit, which includes gauze pads, rolled gauze, adhesive tape, a cold pack, plastic bags, disposable gloves, band aids, a hand cleaner, a flashlight, extra batteries, scissors, and an emergency blanket
- ☐ Medications are labeled, in the original container, stored away from food and chemicals, and inaccessible to children. Emergency medications are immediately available to trained school personnel
- ☐ Process in place for managing immunization records
- ☐ If medical oxygen is in use, a sign must be placed near the school entrance
- ☐ If AEDs are provided by the school:
 - ☐ Documentation of testing conducted (per manufacturer's specifications)
 - ☐ Pads are not expired
 - ☐ A written plan is available

General Classrooms

- ☐ Handwashing is practiced:
 - ☐ Before eating
 - ☐ After using the restroom/diapering
 - ☐ After handling animals
 - ☐ Anytime hands are contaminated
- ☐ Hand sanitizer is only stored in areas where use is supervised
- ☐ Chemicals are properly labeled and stored out of the reach of children
- ☐ Food items used for art/science are labeled "Not for consumption"
- ☐ Common touch surfaces are cleaned and sanitized at least weekly (children should never be responsible for sanitizing/disinfecting surfaces)
- ☐ Tables/desks are clean and sanitized before and after eating
- ☐ Animal enclosures are maintained in sanitary conditions, and good hygienic practices are followed

- ❑ Reptiles, amphibians, and poultry are excluded from classrooms or areas with children who are kindergarten age or younger
- ❑ Modular classrooms without plumbing are no more than 500 feet from restrooms and drinking fountains, accessible through an unlocked door or key access.

Special/Severe Needs Rooms

- ❑ Diaper-changing tables/area (if applicable) are located away from food preparation and service areas. A handwashing sink and a lidded trash can are nearby.
- ❑ Proper diapering procedures are followed.
- ❑ Refrigerators (if applicable) are provided with a thermometer.
- ❑ Dishes are washed, rinsed, and sanitized if used between students (if applicable).
- ❑ Equipment is cleaned and sanitized in between uses.

Gyms & Weight Rooms

- ❑ Mats and equipment are smooth, easily cleanable, and in good repair.
- ❑ Equipment is sanitized weekly, and it is recommended that weight room equipment be disinfected after each use.

Bathrooms

- ❑ Sinks are stocked with soap and paper towels (mechanical air dryers may be used in lieu of paper towels).
- ❑ Water in hand sinks is maintained between 90° and 120°F.
- ❑ Toilet paper is provided in a dispenser.
- ❑ Adequately ventilated.

Custodial Closets/ Rooms

- ❑ Copies of safety data sheets (SDS) for all chemicals are accessible.
- ❑ All flammable and hazardous chemicals are properly stored.
- ❑ Custodial closets where chemicals are stored are adequately ventilated.

Boiler Rooms

- ❑ Boiler inspection certificates are posted on each boiler or are available for review.
- ❑ Carbon Monoxide detectors in the boiler room are either integrated into the school's fire system or battery operated (only required if boilers/heaters burn fossil fuels).
- ❑ No standing water.

General Building

- ❑ Pests are appropriately managed.
- ❑ School grounds and buildings are maintained.

Embryology Units

- ❑ Only allowed in classrooms with children above kindergarten age. Cannot be in communal areas used by children under this age.
- ❑ Eggs and live birds must always be kept in an incubator or brooding box.
- ❑ Incubators and brooding boxes must be smooth, non-absorbent, and easily cleanable. They must also be washed, rinsed, and disinfected at least daily, including all surrounding surfaces. The disinfectant used must have a contact time of 5 minutes or less.
- ❑ Flooring below incubators and brooding boxes cannot be carpeted and must be easily cleanable.
- ❑ Staff and children must wash their hands with soap and running water after contact with birds, eggs, or their enclosures before meals or snacks.
- ❑ No eating in areas where incubators or brooding boxes are kept.
- ❑ The school shall contact the Health Department if there are two or more gastrointestinal

illnesses in children or staff in classrooms where incubators or brooding boxes are located within a similar time frame.

Poultry Coops

- A (60% or more) alcohol-based hand sanitizer shall be at the entrance and exit of the coop and wherever poultry is allowed to roam. Adults and children must wash their hands immediately after entering the building after contact with poultry, eggs, or the coop.
- Signage shall be clearly posted near the coop stating that hand sanitizer must be used immediately following contact with the chickens or the coop and that hands must be washed immediately upon returning to the building.
- Poultry coops must be outdoors and cannot be in communal areas with preschool-age or younger children.