

ESASD Inspection Log

School/Location: _____ Inspector: _____

Date: _____

Building Exterior		YES	NO	Comments
1.	Are exterior lights working and intact			
2.	Are exterior walls cracked			
3.	Are windows intact			
4.	Are window screens intact			
5.	Are sidewalks and curbing intact			
6.	Are exterior stairs and landings intact			
7.	Are exterior handrails intact			
8.	Are exterior gutters and downspouts intact			
Boiler/Electrical/Mechanical Rooms		YES	NO	Comments
9.	Are the doors shut and locked when not in use			
10.	Are all lights in working order			
11.	Is the room clean and orderly			
12.	Is the room used for storage of non-essential materials and items			
13.	Are the floors free of standing water			
14.	Is there proper clearance for electrical panels (3' clearance)			
15.	Is there proper clearance for transformers (3' clearance)			
16.	Are items stored on-top of transformers			
17.	Are electrical panels closed and latched			
18.	Are electrical panels clearly marked			
19.	Are there any tripped breakers			
20.	Are panels sealed properly			
21.	Are electrical boxes, switches and receptacles covered			
22.	Are all pipes leak free			
23.	Are pumps and motors quiet			
24.	Is the hot water heater showing signs of corrosion			
25.	Is there proper clearance for HVAC equipment (3' clearance)			
26.	Is all piping appropriately identified			
27.	Is pipe insulation intact			

Kitchen		YES	NO	Comments
28.	Are all lights in working order			
29.	Are exit signs lit			
30.	Are ceiling tiles in acceptable condition			
31.	Are sinks in working order			
32.	Do sinks drain properly			
33.	Are receptacles GFCI protected			
34.	Are all switches and receptacles covered			
Cafeteria		YES	NO	Comments
35.	Are all lights in working order			
36.	Are exit signs lit			
37.	Are tables and chairs satisfactory			
	Are all switches and receptacles covered			
	Are there signs of roof leaks			
Gym		YES	NO	Comments
	Are all lights in working order			
	Are exit signs lit			
	Are there signs of roof leaks			
	Are the bleachers operating properly			
	Are all switches and receptacles covered			
	Is the floor in safe, playable condition			
	Are doors locked when not in use			
Auditorium		YES	NO	Comments
	Are all lights in working order			
	Are exit signs lit			
	Are there signs of roof leaks			
	Are all switches and receptacles covered			
	Are the seats intact			
	Is the stage floor satisfactory			
	Are the curtains operable			
Stadium Area		YES	NO	Comments
	Are all lights in working order			
	Are exit signs lit			
	Are there signs of roof leaks			
	Are the sinks in working order			
	Do the sinks drain properly			
	Do toilets and urinals flush properly			
	Are bathroom stall doors intact			
	Are handrails intact			
	Is the stadium seating satisfactory			
	Is the boiler room used for storage of non-essential materials and items			
	Are the showers completely shut off			
	Do stall doors close and latch properly			

Entrances/Foyers		YES	NO	Comments
	Are exterior doors locked and secure			
	Is flooring intact			
	Are exit signs lit			
	Are all lights in working order			
	Is area clean and debris free			
Hallways		YES	NO	Comments
	Area all lights in working order			
	Are exit signs lit			
	Are all switches and receptacles covered			
	Are there signs of pipe/roof leaks			
	Are water fountains operating properly			
	Is the floor covering in satisfactory condition			
	Are the walls in satisfactory condition			
	Are hallways clutter free			
Bathrooms		YES	NO	Comments
	Are all the lights in working order			
	Are all switches and receptacles covered			
	Are receptacles GFI protected			
	Do stall doors close and lock			
	Does entrance door close and latch properly			
	Are toilet seats intact			
	Are all toilet paper holders intact			
	Are there signs of leaking fixtures			
	Is bathroom clean and debris free			
	Is the area in acceptable condition			
Classrooms		YES	NO	Comments
	Are all the lights in working order			
	Are all switches and receptacles covered			
	Are receptacles GFI protected? (where applicable)			
	Does hallway door close by itself			
	Does hallway door latch and lock			
	Do windows latch when not in use			
	Is HVAC equipment unobstructed			
	Are there signs of pipe/roof leaks			
	Are the ceiling tiles acceptable			
	Is classroom clean and clutter free			
	Is classroom in acceptable condition			

