



Health & Safety Facility Checklist

- The OCDE Charter Schools Unit will conduct a facility check as a part of its annual oversight activities.
- The information noted in this document is intended to guide and support schools.
- Issues or concerns that surface during the walkthrough that require an official Facilities Inspection or notice to the school will receive a separate letter from the Charter Schools Unit.

School: _____

Date: _____

Address: _____

Conducted By: _____

General Considerations		Comments
Overall, classrooms, grounds, and other facilities are clean and maintained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The site has appropriate security (i.e., fencing, alarm, security personnel, controlled access, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
There is a process for routine maintenance to ensure that charter school facilities, including playgrounds, remain in good repair.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If facilities are not in good repair or need maintenance, there is a schedule for making needed improvements.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The site has separate parking and parent drop-off areas or a process to receive and dismiss students safely.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Facilities comply with American with Disabilities Act requirements, including (1) accessible routes from outside the school to entry and from entry to all other buildings and (2) stairs, ramps, restrooms, and signage meet accessibility standards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Classrooms & Learning Spaces		Comments
Classroom layouts are conducive to quick evacuation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency maps are visible and rosters are accessible.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning spaces are clean and free of clutter, and aisles are clear.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tall classroom cabinets and bookcases are anchored and have nothing on top of them.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning spaces are free of trip hazards (i.e. cords, rugs, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning spaces have proper ventilation.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Learning spaces are free of visible fire or safety hazards (i.e. exposed wiring, blocked electrical boxes, daisy-chain extension cords)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Exit doors are unblocked and easily accessible.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

All emergency exits are clear and adequately labeled.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Spaces used as labs contain proper protective equipment, and all chemicals and hazardous materials are stored in locked cabinets.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Labs contain eye wash/decontamination stations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire extinguishers are up-to-date and appear in working order.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
There is no excessive peeling/chipping paint or mold/mildew.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Grounds and Administrative Considerations		Comments
School meals are properly stored and refrigerated if required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Drinking fountains are clean and operable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The ceiling tiles are correctly installed and free of water damage.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cleaning materials are properly stored.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Playground is free of safety and trip hazards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bathroom fixtures (sinks, toilets, soap dispensers) are clean and operable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bathrooms serving students in grades 6-12 contain feminine hygiene products as required by Ed. Code Section 35292.6.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bathrooms are stocked with supplies (soap, toilet paper, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The school has first aid equipment and emergency supplies.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
School Safety Plan is up-to-date and accessible in the main office.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Room/Area/Location	Facility Concern Identified
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Does the charter school require an official Facilities Inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection scheduled for:
Date:	Signature:	