

**Brownsville Independent School District
Middle School Exposure Assessment Checklist**

| School Name: _____ Date: _____ | INPLACE YES/NO N/A | Remarks: | Maintenance Request Number: | Pg. 1 Complete Date: |
|--|--------------------------|---|-----------------------------------|----------------------------|
| School Inspections | | | | |
| Your Name: _____ | | | | |
| 1. Teachers Lounge/Personnel Eating Areas: | | | | |
| • Microwave & signs | | | | |
| • Sharps/Knives locked | | | | |
| • Food Pantry | | (clean) | | |
| • Refrigerator | | (clean) | | |
| • Exposed Foods | | (dispose of) | | |
| • Chemical Storage | | (stored below paper goods and orderly) | | |
| • Electrical Cords | | (should not be used as permanent wiring) | | |
| • Electrical Room | | (36" radial distance clearance electric panel and orderly) | | |
| • Mechanical Room | | (orderly) | | |
| • Storage Room | | (orderly) | | |
| • Ground Fault Interrupters (GFI) | | (within 6' feet of all showers, lavatories, and water basins) | | |
| • Fire Extinguisher & Signs | | (visible and accessible) | | |
| • Housekeeping | | (orderly) | | |
| Comments: | | | | |
| 2. Cafeteria: | | | | |
| • Mechanical Room | | (orderly) | | |
| • Electric Room | | (missing breakers need to be covered) | | |
| • Fire Extinguisher & Signs | | (visible & accessible) | | |
| • Stage Exit Lights/Exits Clear | | | | |
| Comments: | | | | |
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| 3. Library: | | | | |
| • Shelving Stable | | | | |
| • Extension Cords | | (properly used) | | |
| • Storage Room | | (orderly) | | |
| • Mechanical/Electrical Room | | (orderly) | | |
| • Media/Periodical Room | | (orderly) | | |
| • TV Carts with Straps | | | | |
| • Lounge/Workroom | | (orderly) | | |
| • Extinguisher & Sign | | | | |
| • Sharps/Knives | | (must be kept locked unless they are plastic) | | |
| • Housekeeping | | | | |
| Comments: | | | | |
| 4. Nurses Station: | | | | |
| • Electrical Receptacles | | (GFI within 6' of sink) | | |
| • Storage Closets | | (orderly) | | |
| • Extinguisher & Sign | | | | |
| Comments: | | | | |
| 5. Band / Choir: | | | | |
| • Offices | | (orderly) | | |
| • Instrument Cabinets | | (secured & stable) | | |
| • Standing and Sitting Risers | | (functional condition) | | |
| • Extinguishers & Sign | | (in place) | | |
| Comments: (music stands in place) | | | | |
| 6. Gymnasium: | | | | |
| • Coaches Office | | (orderly) | | |
| • Equipment/Weight Room | | (equipment anchored and no broken mirrors) | | |
| • Storage and Wash Rooms | | (orderly) | | |
| • Extinguisher & Sign | | | | |
| • Bleachers | | (roll outs annually inspected) | | |
| • Electrical Receptacles | | (no exposed areas) | | |

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|-------------------------|--|-----------------------------|--|--|
| • Mechanical Room | | (orderly) | | |
| • Electrical Room | | (orderly) | | |
| • Exit Signs | | (functional) | | |
| • Lights/Fans Shielded | | | | |
| • Goals Padded | | | | |
| • Soda Vending Machines | | (not allowed in fall zones) | | |
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Comments:

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| 9. Science Rooms | | | | |
| • Adequate PPE for students | | (goggles, aprons and gloves in place) | | |
| • Emergency wash stations | | (inspected and documented monthly in place) | | |
| • Extinguisher and signage | | (in place) | | |
| • Chemical prep rooms orderly | | (no microwaves, coffee pots, personal refrigerators or food) | | |
| • Material Data Safety Sheets | | (quickly accessible and in place) | | |
| • Chemical Hoods | | (in working order) | | |
| • Emergency shutoffs | | (for gas, water and electricity quickly accessible and in place) | | |
| • GFCI within 6' of water source | | | | |
| • All electrical panels have 36" clearance | | | | |

10. Custodial Rooms:

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|---|--|--|--|--|
| • Ladders-Use, Storage, Inspection | | (properly stored) | | |
| • Kept Locked | | | | |
| • Extinguisher & Sign | | | | |
| • Locking Electrical Tools | | (no longer to be used) | | |
| • Knowledge Of Material Safety Data Sheets/Secondary Containers | | (ask custodian if she/he is aware of) | | |
| • Knowledge Of Asbestos O & M Manual | | (ask custodian if she/he is aware of) | | |
| • Knowledge Of Bloodborne Pathogen Program | | (ask custodian if she/he is aware of) | | |
| • Electrical Panel Box Clearance | | (36 inches radial clearance) | | |
| • Manual Tools | | | | |
| • Electrical Tools/Extension Cords | | (in good condition, cords not frayed or cut) | | |

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| • Water/Oil Base Paints | | (oil base must be stored with flammables outside) | | |
| • Aerosols/Flammables | | (large volumes must be stored with flammables) | | |
| • Housekeeping | | (orderly) | | |
| Comments: | | | | |
| 11. Portable and Building Classrooms: | | | | |
| • Handrails | | (on portable buildings) | | |
| • Landscape/Grounds Pipe Protrusions | | (prune back dangerous pointed landscaping/paint dangerous protrusion red or yellow) | | |
| • Single Release Latch | | (or panic bar) | | |
| • Ceiling Tile | | (missing or broken) | | |
| • Floor Tiles | | (missing or broken) | | |
| • Air Conditioner/Heating System | | | | |
| • Chalkboard | | (non-asbestos) | | |
| • Sinks | | (orderly atop and below) | | |
| • Windows | | | | |
| • Internal/External Electrical Panels/Wiring | | (locked and no missing breakers) | | |
| • Communication Wiring | | (adequately suspended) | | |
| • Secondary Exit Clear and Marked | | (not required in portables with less than 55' diagonal measure) | | |
| Comments: | | | | |
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| 12. Bookrooms: | | | | |
| • Orderly and Good Housekeeping | | | | |
| • Proper Stacking Heights | | (18 inch clearance from lights and sprinkler heads) | | |
| • Clear Aisles | | | | |
| • Fire Sprinkler Head | | (nothing stacked within 18" of ceiling lighting and sprinkler head) | | |
| Comments: | | | | |
| 13. Parking Areas: | | | | |
| • Entrance/Exit | | (visibly marked) | | |
| • Adequate Striping | | (visibly marked) | | |
| • No Parking Zones | | (painted and labeled) | | |
| • Lighting Issues | | (adequate) | | |
| • Bus Pickup/Discharge | | (visibly marked) | | |
| • American Disabled Act | | (proper slopes and marking) | | |
| Comments: | | | | |

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| Use for any other concerns: |
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Rev. 08-04-10

This inspection form is not all inclusive of your entire facility, thus all instructors must maintain their departments and/or classrooms to required standards.