

**Spokane Regional Health District
School Health and Safety Program
Self-Inspection Worksheets
Primary Schools**

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School: _____
 Address: _____
 Inspection Date: _____
 Inspector: _____

General Information	Principal:		Pre-inspection items: <input type="checkbox"/> Injury & illness reports/trends reviewed <input type="checkbox"/> Recent routine and reinspection reports reviewed Closing conference held with:
	Enrollment:		
	Grade Span:		
	List any future construction – playgrounds, portables, building updates, etc.:		

Office Area

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
School Entry	C-002	15	Safe drop-off/pick-up locations must be provided for students	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-001	15	Safety glass must be installed in display cases, doors, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	F-010	21	Walk off mats should be in place at all entrances	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Office Records & Plans	K-001	29 33	Copy of updated laboratory & science room chemical inventories should be in main office	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	K-002	29	Copy of written & updated chemical hygiene plan for laboratory or science rooms should be in main office	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	K-054	33	Laboratory & science room floor plan must be in main office or on Critical Incident Planning and Mapping System (CIPMS)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Health Room	C-006	15	First aid kit must be readily accessible and properly stocked. Supplies in cabinets/drawers labeled Reference K-12 Guide: C-006a & C-007 for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-008	15	Cots must be non-absorbent; bedding must be laundered or discarded after each use	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-009	15	Medications must be kept in locked storage	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-020	16	Health room patients should be visible to staff	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Classrooms/Library

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
General	B-001	14	Buildings must be kept clean & in good repair	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-006	14	Buildings/premises must be kept free of insects, rodents, and other pests	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-007	14	Hazardous chemicals (e.g., products labeled "Keep out of Reach of Children") must be properly labeled & kept inaccessible to students.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-008	14	Storage areas for belongings & classroom equipment must be sufficient & accessible	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Plumbing	D-003	18	Water must clear drinking fountain nozzle	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-004	18	Vacuum breakers required on taps with threaded, serrated, quick-coupling nozzles to prevent cross-contamination of the drinking water supply	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-005	18	Soap must be provided at hand washing sinks	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-006	18	Single-service towels or warm air dryers must be provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-007	18	Toilet paper must be adjacent to each fixture	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-009	18	Water temperature must not exceed 120° F	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Electrical	C-021	16	Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Lighting	I-004	26	Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, locate desks in well-lit areas, or use light meter to verify at least 30 foot-candles)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	I-006	26	Emergency exit lights must remain on	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Ventilation	F-012	21	All rooms must be free of objectionable odors, excessive heat and condensation (air fresheners, candles, high VOC markers, etc. are discouraged)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	F-012a	21	Fabric upholstered furniture (couches, chairs, large pillows, etc.) should be avoided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	R-011	46	Proper ventilation must be provided for kilns, paints, glues and other materials producing vapors.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Safety	C-011	15	Paper cutters should have finger guards & safety latches	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-014	16	Coat hooks should not create a protrusion hazard	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-015	16	Safety scissors should be used for grades K-3	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-016	16	AV equipment should be secured to carts	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-017	16	Lockers and tall/unstable bookshelves should be secured to prevent tipping. Book shelves should not be double stacked.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Custodial Storage/General Building/Restrooms

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
Cleaning Supplies	C-003	15	Hazardous chemicals (e.g., products labeled “Keep out of Reach of Children”) must be properly labeled & kept inaccessible to students. Reference K-12 Guide: B-007 for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-003	15	Material Safety Data Sheets available & current	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-004	15	Custodial closets, boiler rooms & other areas where poisonous compounds are kept must be locked	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-005	15	Flammable liquids > 10 gals. must be stored in approved flammable storage cabinets	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Electrical	C-021	16	Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-022	16	Electrical panels must be unblocked (30”W x 78”H clear area) & properly labeled	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Lighting	I-001	26	Lighting must be adequate in toilet areas, storerooms & corridors (See prior inspection report, check for burned out bulbs, or use light meter to verify at least 10 foot-candles)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	I-006	26	Emergency exit lights must remain on	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Temp	F-008	21	All classrooms must maintain a minimum room temperature 65° F (Should not exceed 79° F) Reference K-12 Guide: G-001 for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Ventilation	F-012	21	All rooms must be free of objectionable odors, excessive heat and condensation (air fresheners, candles, high VOC markers, etc. are discouraged)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	R-011	46	Proper ventilation must be provided for kilns, paints, glues, and other materials producing vapors.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	F-013	22	Ozone generators should not be used in occupied areas	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	F-011	21	Vacuum cleaners should be equipped with HEPA filters	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	G-020	24	Carbon monoxide monitors should be installed where gas combustion appliances are in use (mechanical rooms, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Plumbing	D-001	18	Plumbing must be sized, installed, maintained & properly functioning	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-003	18	Water must clear the drinking fountain nozzle	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-004	18	Vacuum breakers required on taps with threaded, serrated, quick-coupling nozzles (custodial closets, mop sinks, etc.) to prevent cross-contamination of the drinking water supply	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-005	18	Soap must be provided at handwashing sinks	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-006	18	Single-service towels or warm air dryers must be provided	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-007	18	Toilet paper must be adjacent to each toilet fixture	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-009	18	Water temperature must not exceed 120° F	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	D-010	18	Self-closing faucets must provide at least 10 seconds of water flow	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
General	B-001	14	Buildings must be kept clean & in good repair	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-004	14	Stairways/steps must have handrails & non-slip treads	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-005	14	Floors must be easily cleanable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-006	14	Buildings/premises must be kept free of insects, rodents, & other pests	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	B-008	14	Storage areas for belongings & classroom equipment must be sufficient & accessible	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-010	15	Radiators & steam/hot water pipes in student areas must be shielded	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	C-017	16	Lockers & tall/unstable bookshelves should be secured to prevent tipping. Book shelves should not be double stacked.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

**SPOKANE REGIONAL HEALTH DISTRICT
SCHOOL HEALTH & SAFETY GUIDE
Self-Inspection Worksheet**

School: _____
Address: _____
Inspection Date: _____
Inspector: _____

Animals in the Classroom

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
Animals in the Classroom	O-001	42	School designee (e.g., principal, administrator) should be notified before student-animal interactions	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-002	42	Parents should be notified of live or dead animals in classroom due to allergy/indoor air quality issues Reference K-12 Guide: O-001a for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-003	42	Animals should be kept & handled in designated area with impervious & cleanable surfaces	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-004	42	Cages should be lockable & cleaned daily	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-005	42	Animals should be handled under adult supervision. Bite resistant gloves should be worn	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-005	42	Everyone handling animals (including bedding, cages, etc.) & reptiles (snakes, lizards, turtles) should wash their hands to prevent infectious disease. A "Hand Wash" sign should be posted. Reference K-12 Guide: O-006 & O-015 for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-008	42	Heat lamps should be kept away from flammable bedding. Extension cords should not be used for permanent lighting	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-009	42	Wild animals should not be allowed in the classroom – all animals should have appropriate vaccinations	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-010	42	Aquarium tanks should be cleaned regularly – water should be disposed of in custodial sink	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-011	42	Animal bites must be reported to SRHD	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-012	42	Animals – after school/weekend care	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-013	43	Hook billed birds should not be handled by children	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	O-016	43	Supervision & handwashing should be provided whenever students interact with animals at petting zoos/exhibits – food & drink should be prohibited Reference K-12 Guide: O-014 for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
See appendix F for additional recommendations.					

**SPOKANE REGIONAL HEALTH DISTRICT
SCHOOL HEALTH & SAFETY GUIDE
Self-Inspection Worksheet**

School: _____
Address: _____
Inspection Date: _____
Inspector: _____

Playgrounds

Please review this worksheet in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the worksheet and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington. Several page numbers are in ASTM F1487-11 and/or the CPSC *Public Playground Safety Handbook*.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
Plan Review	N-003		New playground plans must be reviewed by Health District before the equipment or surfacing is installed	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Supervision	N-004		Written supervision policy should be in place (including playground emergencies, selecting & training supervisors, limiting use during bad weather, etc.) Reference K-12 Guide: N-006 for more information	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-007		Written playground rules should be posted at school, taught to students & sent to parents	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-001.5	CPSC 2.2.6	On-site visual supervision should be present	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-015	CPSC 3.2.1	Children should not wear drawstrings, jewelry, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Maintenance	N-010	40 CPSC 4.1	School/district maintenance should have a comprehensive inspection program	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-013	41	Procedures should be in place to address playground hazards	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
General	N-001.7	CPSC 3.6	Playgrounds should have proper drainage, be free of tripping hazards & other hazards (broken glass, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-001.8	CPSC 3.6	Playgrounds should not have exposed footings	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-001.9	CPSC 3.5 ASTM 9.8.4.1	Playgrounds should not have overhead obstructions (cables, branches, etc.) less than 7' from play surface	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

	N-009.3	CPSC 2.4.2.2 Table 2 ASTM 13.2.1	Depth of resilient surfacing should be at least 9 inches	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-009.4	CPSC 2.4.2.2 ASTM 13.2.1	Resilient surfacing should not be deteriorated or trenched (e.g., under swings, slides)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-001.10	CPSC 4.1 Table 3	Playground equipment should be free of dry rot, split boards, adequate structural integrity, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-001.27	CPSC 2.5.2	There should be no worn chains or pivot points	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	N-014		Soccer goals should be properly anchored to prevent tipping	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
Corrections	Review Issues From Prior Inspection(s)			Are All Identified Issues Corrected?	List All Changes (If NO is checked in the previous column, provide item numbers (e.g. N-001.14) for remaining items and list changes or plans for correction)
	Review the previous routine and re-inspection. Document all changes & plans to correct previously identified playground issues or hazards (e.g., entanglements, entrapments, protrusions, surfacing depth).			Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

School: _____
Address: _____
Inspection Date: _____
Inspector: _____

Milk Cooler

The temperature of the milk* in the milk cooler/milk refrigerator must be checked each time a self-inspection is performed if you serve milk to staff/students. However, if you have a school lunch program, the kitchen and milk coolers will be inspected by the SRHD Food Safety Program.

	Item No.	Requirement/Recommendation	Temperature of Milk* in Cooler	In Compliance?	Was corrective action taken?	Comments/Observations If NO is checked describe corrective action taken below, include new temperature after corrections have been made
Milk Cooler	J-014	WAC 246-215-03525 Milk must be cold held at 41° F or less. If temperature exceeds 41° F take corrective action & document corrected temperature.		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Signature of inspector:					

If any additional public food service will be offered at this facility (e.g., school lunches, fundraisers like spaghetti feeds, concession stands, DECA) please be sure to contact Spokane Regional Health District's Food Safety Program at (509) 324-1560 ext. 2 for more information.

Milk cooler inspection is checked N/A above because:

- Have school lunch program inspected by SRHD Food Safety Program
- Do not serve milk
- Other:

*The intent of this requirement is to ensure the milk is held at proper temperature, rather than just recording the air temperature in the refrigerator. To correctly monitor, you may either use a metal stem thermometer to check the temperature of the milk itself or of a container of water that has been held in the refrigerator. Best practice is to take the temperature of the product in the warmest part of the cooler (i.e., the top shelf or door).