

# FACILITY INSPECTION TOOL (FIT) CHECKLIST

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## HEATING AND AIR

- ☐ HVAC system is functioning properly
- ☐ Vents and surrounding areas are clean

## INTERIOR SURFACES

- ☐ Carpet is not damaged or stained
- ☐ Ceiling tiles are not missing, damaged, stained or loose
- ☐ Ceiling does not have damage, cracks, tears, holes or water damage
- ☐ Flooring / tiles are not cracked, holes, missing, damaged or loose
- ☐ Flooring is not excessively dirty
- ☐ No visible mildew or mold is present
- ☐ Plaster and / or paint is not damaged
- ☐ Walls / wall tiles are not missing, damaged, loose, free from cracks, tears, holes, water damage

## ELECTRICAL

- ☐ Appliances are located away from a water source, plug is not daisy chained, not stacked and not accessible by students
- ☐ Electrical outlets are not covered, loose and Wires aren't visible
- ☐ Extension cords are not daisy chained together
- ☐ Extension cords are not covered by a rug or tape
- ☐ When extension cords are not in use, they are rolled up and placed in an area where they are not a tripping hazard
- ☐ Lights are working and none are missing
- ☐ Light covers are functional, not damaged and not missing
- ☐ Light levels are adequate

## DOORS AND WINDOWS

- ☐ Door and hardware functions properly
- ☐ Windows are functional, not broken or cracked

## HAZARDOUS MATERIALS

- ☐ No aerosol sprays are present
- ☐ Hazardous chemicals and flammable materials are properly stored in a location that is not accessible to students, including any pesticides and cleanser that says "keep out of reach of children". The only exception is sanitizing materials that are actively in use by students and teachers for mitigation of covid-19, typically found near the door.
- ☐ Mercury switches on thermostat are not exposed

## FIRE SAFETY

- ☐ Fire alarm functions properly
- ☐ Sprinkler heads are not missing / damaged
- ☐ Fire extinguishers are charged, certification is current and has a sign
- ☐ Fire alarm strobe / speakers are not covered / blocked
- ☐ Pull stations are operational and have clear access
- ☐ Emergency exit signs are operational and in clear view
- ☐ Emergency exit windows are not obstructed and labeled
- ☐ Fire sprinklers are not obstructed
- ☐ Plug in air fresheners are not used
- ☐ No odor of natural gas
- ☐ Fire extinguisher is accessible and not blocked
- ☐ Emergency exit doors / windows are clear of obstructions
- ☐ Emergency exit is labeled
- ☐ Candles and candle warmers are not in use

# FACILITY INSPECTION TOOL (FIT) CHECKLIST

## ARTWORK, DECOR AND WALL MATERIALS (AKA MATERIALS)

- ☐ Materials do not exceed 20% of door/wall area
- ☐ Materials are not within 24" of ceiling, room exits, corners and heat sources
- ☐ Ceiling decor is made of fire retardant paper and hung with fishing wire
- ☐ Materials do not block or conceal doors, lights, outlets, fire alarms, emergency signs, electrical panels or fire extinguishers
- ☐ Materials are fastened flat to the wall

## SINKS AND FOUNTAINS

- ☐ Pressure is proper (not too high or low)
- ☐ No moss or mold present
- ☐ Fixture is not clogged, damaged, dirty or filled with refuse
- ☐ Fixture is accessible and working
- ☐ Fixture is not turned off
- ☐ Water is clear
- ☐ No leaks are present
- ☐ Fixture is not loose

## RESTROOMS

- ☐ Window and door hardware is functional, no cracks
- ☐ Ceiling does not have damage or debris
- ☐ Floor is not damaged and is clean
- ☐ No visible mildew or mold present
- ☐ Walls are not damaged and are clean
- ☐ No graffiti is present
- ☐ All fixtures function properly (toilets, urinals, sinks, hand dryers, soap dispensers)
- ☐ Restrooms are stocked with toilet paper, soap and hand towels (or dryers)
- ☐ Fixture pressure is adequate
- ☐ Fixtures are not clogged, damaged, dirty or filled with refuse
- ☐ Water is clear
- ☐ No live pests or evidence of pests
- ☐ Menstrual products and / or signage is available / visible

## STRUCTURAL DAMAGE

- ☐ Ceilings / floors are not sloping / sagging
- ☐ No damage to skirting or siding
- ☐ No damage to exterior paint, plaster or finish
- ☐ No holes in walls, floors, ceiling
- ☐ No missing / damaged posts / beams

## CLASSROOM DECORATIONS

- ☐ Curtains are a flame-retardant material
- ☐ Shelves over 3' are anchored to wall
- ☐ Top of shelving is clear of items
- ☐ Carpet mats at doors / sinks / etc have non-slip grip
- ☐ No excessive clutter or trash present
- ☐ No graffiti present

## PEST AND VERMIN

- ☐ No bird droppings or evidence of nests
- ☐ No evidence of ants
- ☐ No evidence of cock roaches
- ☐ No rodent droppings
- ☐ No termite droppings
- ☐ No live pests observed

## OUTDOORS

- ☐ No gopher holes are observed
- ☐ No bird droppings are observed
- ☐ Pest infestation is not observed
- ☐ There are no cracks, holes or deterioration of grounds that are a trip hazard
- ☐ Standing water is not present
- ☐ Grounds are clean without excessive trash