

Risk Control: Property Self-Inspection Checklist

To be used for School Departments

Building Type: School Department		Date:	
Address:		Inspector:	
POTENTIAL HAZARDS AND EXPOSURES TO CONSIDER	Yes	No	CORRECTIVE ACTION ASSIGNED TO
Parking lot lights and other exterior lights are working and well lit.			
Building parking lots, walkways, entrances, ADA ramps, and stairways are free from slip/trip/fall hazards. Warning cones and water-drying equipment are available.			
Proper sand/ice melt has been applied to areas with poor drainage and ice buildup during the winter months.			
Exit doors and paths are unobstructed and clearly marked.			
Aisles/hallways/interior stairs are clear from trip hazards.			
Weather mats are properly secured and in good condition.			
Fire extinguishers are inspected and accessible.			
Dumpsters/trash cans are safely located away from buildings.			
Space heaters are approved non-exposed-element units with automatic shut-offs.			
Boiler certificates are posted.			
Boiler rooms are free from flammable storage and any storage at least 3 feet from equipment.			
Chemicals are all properly stored, contained, and labeled; and the area is ventilated. Incompatible chemicals are separated.			
Tree limbs, brush, and overgrowth are cut away from the building, walkways, power lines			
Electrical cords and power strips at desks are not overloaded and do not create trip hazards.			
Playgrounds are inspected for damage and vandalism.			
Spill response kit maintained and available.			
Sprinkler systems, smoke alarms, carbon monoxide and heat alarms are inspected and tested at least annually.			
Sprinkler heads have at least 18 inches of clearance, including in storage rooms, and no evidence of corrosion.			
All electrical panels (120 volts to 220 volts) have 3 feet of clearance in front of them.			
Roof is free from debris, drains are clear and gutters are working properly.			
Smoke alarms and emergency lighting have been tested and are working.			
There are no obvious signs of leaks or water penetration from the roof or plumbing, such as stained ceiling tiles.			
Hand sanitizer stations are not causing slip/fall hazards by leaking.			
Temperature alarms, if needed, are present and working.			
Plants, books, and other materials are kept off univents.			
Entrance restricted to the main doorway, side doors locked.			
Wall coverings are within acceptable limits as required by the fire department.			
Defibrillators are accessible and not expired.			

The insurance policies, not this descriptive brochure, form the contract between the insured and the insurance company. The policies contain limits, exclusions, terms, and conditions not listed in this brochure. Not all coverages are available in all states. All coverages are subject to individual underwriting judgments and to state legal and regulatory requirements. This brochure is provided for informational purposes only and does not constitute legal advice. Policies for this program are issued by one or more insurance companies partnered with Paragon Insurance Holdings, LLC.

Trident is a registered service mark of Paragon Insurance Holdings, LLC.

