

Pendleton County Schools
 Monthly School Safety Checklist

School year _____

School Name _____

Principal's Signature _____

	Aug	Sept	Oct	Nov	Dec	Jan	Feb.	Mar	Apr	May	June
Check fire extinguishers to make sure they are in place and properly charged.											
Check for unacceptable extension cords. Outlet strips with a breaker on them are acceptable.											
Check all exit lights to make sure they are in proper working order.											
Test all emergency lights to ensure they are working properly.											
Check all portable heaters and make sure those that are not U.L. approved (those which shut off when overturned) are removed.											
Check exit doors to ensure they are in proper working order and not blocked or chained.											
Check all interior fire doors to see that they close properly.											
Remove any decorations from exit doors if they obstruct.											
Check fire drill reports. These should be scheduled in order that two are held each month.											
Check storage areas for proper housekeeping.											
Check to make sure fire doors are not propped open.											
Check to see that no dead-bolt locks are installed anywhere.											
Check light sockets to make sure none are broken or without bulbs. Be sure all receptacles and switch plate covers are in place.											
Check the campus/playground areas for safety hazards. Report any safety hazards that you may have discovered during your inspection of the buildings and grounds on work orders. Please identify them as safety hazards.											

Revised 3/23/06

Keep this copy at your school and I will collect copies at the end of the school year.

BOXES TO BE INITIALED BY THE PERSON INSPECTING
 Mike Hammer-Safety Officer