



Annual Safety & Workplace Violence Inspection Checklist: Classrooms, Storage Areas, Offices, & General Areas (non-lab)

Date Completed: *

12/1/2025

Department *

Child Development Center

Completed By: *

Deanna Brown

Manager: *

Dan Word

Building / Area(s) / Room(s): *

Child Development Center

Building 1: classrooms 106 & 115; offices 102, 103, 114; kitchen 107; resource room 120; staff break room 105; restrooms 112 & 113

Building 2: classrooms 123 & 126; restrooms in each classroom; entry A13

General Areas

Are restrooms generally clean and safe (no leaks, broken fixtures, or slippery floors)? *

Yes No N/A

Are ceiling tiles properly in place, secure, and free of water damage, stains, or mold? *

Yes No N/A

Is the interior building area free of rain-water intrusion? *

Yes No N/A

Comments, Explain "no," Room #

In classroom 106, water leaks through the window when it rains.

Fire Hazards

Are fire extinguisher locations identified with a sign, wall sticker, or labeled cabinet? *

Yes No N/A

Are fire extinguishers easily accessible? *

Yes No N/A

Are exits identified with a sign? *

Yes No N/A

Are fire exit procedures clearly posted? *

Yes No N/A

Are fire alarm pull stations and extinguishers visible and unobstructed? *

Yes No N/A

Walkways and Exits

Are hallways and exterior walkways immediately around your area free of trip hazards, generally clean, well lit at night, and safe? *

Yes No N/A

Are emergency exits free of obstructions? *

Yes No N/A

Are emergency exit signs illuminated, operable, and visible? *

Yes No N/A

Is the workplace clean and orderly, with clear floors, aisles, hallways, and exits? *

Yes No N/A

Is the area free of slip hazards? *

Yes No N/A

Are floors kept dry? *

Yes No N/A

Is the flooring in good condition, with no loose or lifting tiles or carpet? *

Yes No N/A

Electrical Safety

Do light switches and electrical outlets have covers and appear in good repair? *

Yes No N/A

Is there a minimum 36-inch clearance in front of electrical panels? *

Yes No N/A

Are rooms labeled "No Storage" and/or "Mechanical" free of obstructions? *

Yes No N/A

Are all light fixtures operational (no burned-out, broken, or flickering bulbs)? *

Yes No N/A

Are electrical panels kept locked in public areas? *

Yes No N/A

Are electrical cords stored properly to prevent trip and fall hazards? *

Yes No N/A

Are electrical cords and plugs in good condition with proper grounding (no frayed cords or missing ground prongs)? *

Yes No N/A

Are power strips not daisy-chained, and are extension cords not used as permanent wiring? *

Yes No N/A

Storage

Are storage areas neat and orderly? *

Yes No N/A

Are ladders provided where needed, and are they in good working condition? *

Yes No N/A

Is an 18-inch clearance maintained below all fire sprinkler heads? *

Yes No N/A

Is a 24-inch clearance maintained below all lights and vents? *

Yes No N/A

Are heavy items stored on lower shelves or properly secured on higher shelves for earthquake safety? *

Yes No N/A

Staffing Support & Workplace Security

Are staff informed of District Police contact information? *

Yes No N/A

Are District Police available to escort employees upon request? *

Yes No N/A

Are entrances and emergency exits clearly identified? *

Yes No N/A

Is adequate lighting provided in parking areas and walkways? *

Yes No N/A

Are employees able to initiate a lockdown if necessary? *

Yes No N/A

Comments, explain "no," or list other concerns

front door to building #1 cannot be locked by staff

Is public access restricted in accordance with business necessity? *

Yes No N/A

Are improvements needed for employees working under specific conditions (e.g., working late, handling money, etc.)? *

Yes No N/A

Are there concerns about employees working alone or in isolation? *

Yes No N/A

Do employees know how to contact SBCCD Police to report suspicious persons or activities? *

Yes No N/A

Are employees trained on run, hide, fight procedures for their primary work area? (If not, managers should schedule a department walk through with SBCCD Police).? *

Yes No N/A

Comments, explain "no," or list other concerns

I will reach out for training on this topic.

Are employees aware of the availability of the Employee Assistance Program (EAP)? *

Yes No N/A

For employees working outdoors, are they trained and informed on how to properly follow the Heat Illness Prevention Program to recognize, prevent, and respond to heat-related illnesses? *

Yes No N/A

Please describe any other concerns related to security:

Work Request (If Needed)

Work request submitted for any safety issues identified above? *

Yes
 No (CHC Safety, please submit a work order for items above)
 Not required

Additional Comments