



Health and Safety Evaluation of School Buildings Checklist 2023-2024

County: _____ District Occupying Building: _____

Leased [] or Owned [] School Building Name: _____

Completed By: _____ Date: _____

This form shall be used for the evaluation of school buildings (pursuant to [NJAC 6A:26-6.1](#) and [NJAC 6A:26-8.1](#)) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See “Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024” document for additional detailed information.

- NOTE: Items denoted with a 6A:26-8.1 reference, cover ALL school buildings but are also included in the Temporary Facilities Code.
- *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).				
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.				
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.				
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.				

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
5.Current boiler inspection certificate(s) posted at site of boiler(s).				
6.Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.				
7.Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.				
8.One fire drill and one school security drill are held each month. (See “Checklist Instructions” for Certificate of Assurance). NJSA 18A:41-1				
9.Right-To-Know requirements are properly posted and SDS reporting materials on file for review.				
10. Janet’s Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet’s Law NJSA 18A:40- 41a-41c)				
Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11.Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.				
12.All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: a.Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b.Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.				
Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13.All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.				
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.				

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.				
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1				
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1				
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. NJAC 6A:26-6.3(h)4 .				
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.				
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).				
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source NJAC 5:70-4.3(a) , and NJAC 5:70-4.9(d)				
Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch.				

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
<p>d.Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.</p>				
<p>23.At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.</p>				
<p>24.Adequate eye and body protection are provided, including:</p> <p>a.Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation.</p> <p>b.Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used.</p> <p>c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d)</p>				
<p>25.Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable:</p> <p>a.For science activities (i.e., via fume hoods)</p> <p>b.For welding operations</p> <p>c.For paint spraying operations:</p> <ol style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes <p>d.Art: Designated safe space/room for kilns with proper ventilation</p> <p>e.In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system</p>				
100% Items Total	Yes	No	N/A	

Space for Notes

Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
<p>1.No evidence of major exterior building structural damage. Example(s) would include:</p> <p>a.Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking.</p> <p>b.Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.</p>				
<p>2.All exterior receptacles are GFCI-protected in accordance with code.</p>				
<p>3.All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.</p>				
<p>4.Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.</p>				
Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
<p>5.All interior exits and corridors are in good condition, readily accessible. and free of obstructions and/or excessive materials that would hinder exiting.</p>				
<p>6.Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.</p>				
<p>7.Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.</p>				
<p>8.Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.</p>				
<p>9.Stage curtains need to indicate flame proof or flame retardant and certificates are on file.</p>				

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
<p>10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.</p>				
<p>11. Electric outlets and/or wiring appear appropriate, including:</p> <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used temporarily. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f) 				
<p>12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3</p>				
<p>13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)</p>				
<p>14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)</p>				
<p>15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)</p>				
<p>16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)</p>				
<p>17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)</p>				
<p>18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.</p>				

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
<p>19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5</p>				
<p>20. Supplies and materials are neatly and appropriately stored:</p> <ul style="list-style-type: none"> a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space. 				
<p>21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)</p>				
<p>22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).</p>				
<p>23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1</p>				
<p>24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.</p>				
<p>25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.</p>				
<p>26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1</p>				
Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
<p>27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.</p>				

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.				
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.				
30. Floors and aisles in all shops are free of slipping and tripping hazards.				
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.				
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.				
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.				
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.				
	Yes	No	N/A	
80% Items Total				

**Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious.
Please refer to the Guidance Document for details.**

Space for Notes



School Facility Score Summary 2023-2024

Scoring Sections	100% Section A	80% Section B
Maximum Number of Compliant Questions:	25	34

100% Section A Compliance	Score	NJSAC FISCAL DPR (All items are compliant in building)
Number of "NO" responses in section A		100% section in Compliance with <u>No Exceptions</u> 100% section is Non-Compliant with <u>ANY exceptions</u> (Corrective Action Needed)

80% Section B Compliance	Score	NJSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of "Yes" responses		The school building passes if the Compliant Line (A) is equal to or greater than Line (D) The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed
B. Number of "No" responses		
C. Subtotal [A + B]		
D. Multiply [(C) × 80%]		

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: _____

Completed by
Title
Date

Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian Date

Chief School Administrator or School Business Administrator Date