

SCSC Initial Site Visit Checklist

School:

Address:

Date:

Campus Walk-Through				Key Systems			
Overall Exterior				Access Control			
	Yes	IP	No		Yes	IP	No
The school's sign/marquee and the school's name are visible from the road				The security alarm is installed and operational			
The campus is clean and free of clutter and debris				The security alarm system is monitored off-site			
The campus is clear of potential safety hazards (e.g. storage tanks, sagging power lines, trees)				Signs direct Visitors to Sign-In at Main Entrance (First Responders)			
The campus has all required fencing				All doors are sturdy and well-functioning in good condition with appropriate locks.			
All fencing is in good condition and free of holes and sharp protrusions				When not in use, exterior doors are kept closed and locked from the outside			
Fencing gates include appropriate locking systems (e.g., electronic control, padlocks)				Exterior doors are equipped with push-bar exit devices flush to resist chaining			
The campus is adequately lit during day and night (including parking lots and building entrances)				Exit doors are free of locks, chains, or fasteners that prevent egress			
Walking surfaces are reasonably sloped and free from holes or other trip hazards				Areas that are restricted or off-limits are identified with signage and access control.			
Signage at entrances indicates the campus is drug-free, weapon-free, and smoke-free (O.C.G.A. § 16-13-32.4)				Emergency Preparedness			
All windows are intact and include blast film if required as a risk-hazard mitigation					Yes	IP	No
Any and all basement windows are protected from unauthorized entry and function as needed for egress				Evacuation Routes are posted in all Occupied Spaces (IFC 403.6.1.1)			
Any and all second-floor windows (or higher) are inaccessible or protected against entry				Evacuation Routes and shelter-in-place meeting locations are clearly marked at entrances and/or exits (IFC-403.9.1.1)			
All windows lock securely and function as needed for egress				The school Safety/Emergency Management Plan is available in the Office (GA R&R-34.7.2)			
Parking				NOAA Weather Radio is present			
	Yes	IP	No	First-Aid Kits are stocked and accessible			
Accessible parking is located near the main entrance via an accessible path				Supply of Flashlights and Batteries are present (GA R&R-914.7.3)			
Fire Lanes are marked with approved fire lane signs, painted curbing, and are clear of any obstruction				Shelter spaces are windowless/have available shutters to cover windows (GA R&R-34.7.2)			
Parking is adequate for staff and stakeholders				Life Safety			
Parking lots have speed control devices (speed bumps, raised walkways, curved drives, or curb stops)					Yes	IP	No
Parking is monitored by a security system				Fire Alarm is monitored off-site			
Main Entrance				Fire Alarm features both audio and strobe functions (GA R&R 120-3-3-.04)			
	Yes	IP	No	Fire Alarm Pull Stations are easily accessible and secured with an alarm (IFC – 2703.12.2)			
The main entrances provide access or directions for access for individuals with disabilities				Fire Extinguishers are easily accessible (NFPA 13.6.1.2)			
Reception includes securable internal doors to receive visitors prior to meeting students or staff				All Exit Signs are operational and clearly lit (IBC 1013.5)			
Reception includes protective features (counter, desk, glass) to prevent unauthorized access				Emergency lighting is properly installed and operational (IFC-1031.10)			
The reception area remains unobstructed to entrance and egress				Fire Sprinklers Heads are present and in good condition			

Notes

Campus Walk-Through			
Overall Interior			
	Yes	IP	No
The ceiling is in good condition			
Floor coverings are properly installed and in good condition			
Closets and Mechanical Rooms are locked and inaccessible to students O.C.G.A. § 20-2-1185			
Chemicals and other hazardous materials are locked and stored away from fire hazards. O.C.G.A. § 20-2-1185			
Electrical wiring is concealed, and power cords are in good condition			
Electrical panel doors are locked (O.C.G.A. § 20-2-1185)			
All hallways are free of obstruction			
Evacuation Routes are posted in all Occupied Spaces (IFC-403.9.1.1)			
Administrative office locations are clearly identified			
All stairwells uniformly and adequately lit with functional exit signs as needed			
Water fountains are wheelchair-accessible (ADA 602.1)			
Water fountains are clean and operational			
First Aid or Clinic location is clearly identified			
All medical equipment and supplies are locked in an observable area			
Classrooms			
	Yes	IP	No
Classroom Emergency Procedures are posted			
Evacuation Routes are posted in all Occupied Spaces (IFC-403.9.1.1)			
Classroom Emergency Supplies (e.g., first aid kit, roster, signage) are present and accessible			
Egresses are accessible and unobstructed			
Lighting is appropriate for learning			
Restrooms			
	Yes	IP	No
Exposed water pipes (e.g., those underneath the sink) are insulated and protected with a cover (ADA 606.5)			
Restrooms are well-lit and easily supervised			
Measure grab bar heights 33" - 36" (ADA Section 609.4)			
Mirrors are unbroken and intact			
All stalls and stall doors are functional and in good repair			
All water fixtures are operational			
The restroom is well-maintained with no masking odors			
All doors to restrooms are only lockable from the outside and cannot be blocked from the inside			
All single-user bathrooms with locking doors are easily monitored and controlled by keys or passes			
Restrooms designated for adults (staff/visitors) are present and separate from student restrooms			

Key Systems			
Traffic and Pedestrian Safety			
	Yes	IP	No
Pedestrian areas are clearly designated and separated from vehicle traffic			
Drop-off/pick-up is separated from bus lanes and other high-traffic areas			
All traffic directions, including pick-up/drop-off lanes, are clearly identified			
Signs label the school as a school zone, drop-off zone, or no parking zone			
Street signage indicates a reduced speed limit and "slow" vehicles			
Communication Systems			
	Yes	IP	No
Internet access is present and appropriate for educational purposes			
Telephone system is present and operational			
Intercomm. system (PA, Walkie-Talkie, etc.) is present and operational			
Record Systems			
	Yes	IP	No
FERPA 20 U.S.C. § 1232g; 34 CFR Part 99			
Education records are stored in locked cabinets secured from access			
Confidential records are stored in a locked, fire-resistant cabinet			
Kitchen			
	Yes	IP	No
Evacuation Routes are posted in all Occupied Spaces (IFC-403.9.1.1)			
At least one "K-class" fire extinguisher is present. (NFPA 10 Sub. 5.5.5)			
Chairs, Tables, and Furniture are in good repair			
All mechanical equipment is guarded and in good repair.			
First Aid Signs and Handwashing Signs are present			
Playground			
	Yes	IP	No
Playground is fenced to restrict unauthorized access.			
All fencing is in good condition and free of holes and sharp protrusions			
Landscaping is pruned away from the playground area			
Play area is free of tripping hazards			
Ground cover is adequate to provide protection and ADA compliance ADA-Advisory 105.2.3 ASTM			
Notes			

Disclaimer: The inspection performed is only intended for monitoring purposes. Local and State building officials have jurisdiction over your school receiving a Certificate of Occupancy and other building code issues.

*IP means that an item is In Progress

Citation Codes- IFC-International Fire Code, IBC-International Building Code, ADA- American with Disabilities Act, GA R&R- Georgia Rules and Regulations, ASTM-American Society for Testing and Materials, OCGA- Official Code of Georgia