



## Elementary Schools Self-Inspection Worksheets Instructions and FAQs

The self-inspection worksheets were designed to be utilized in conjunction with the *Health and Safety Guide for K-12 Schools in Washington*, 2<sup>nd</sup> Edition, revised January 2003 – available online at:  
<http://www.k12.wa.us/SchFacilities/Publications/pubdocs/CompleteSafety&HealthManual2002-2003.pdf>

The worksheets have been organized by school area or activity (e.g., Office Area, Animals in the Classroom). This allows for an easy division of responsibilities if several individuals are participating in the self-inspection process. Some worksheets overlap; some, such as the Animals in the Classroom worksheet, may be used several times throughout a self-inspection. Of course, not all worksheets will apply to all schools.

### The following worksheets are required to be completed when performing a self-inspection.

- Animals in the Classroom
- Classrooms/Library
- Custodial Storage/Restrooms/Building
- General Information
- Playgrounds
- Indoor Air Quality
- Bloodborne Pathogens-Disaster Preparedness\*
- Pesticide Use in Schools\*
- Athletics (Gymnasiums, Weight Rooms, Etc.)

\*Schools conducting self-inspections are not required to submit the Pesticide Use and Bloodborne Pathogens worksheets. They are provided for reference purposes only.

### Self-Inspection Instructions

- The first page of each section must be signed and dated, and include the school name.
- Each item inspected in the school should be “checked off” in the left-hand column. (If the item does not apply to the school, write “n/a”.) If there are deficiencies in that category, a description should be written in the right-hand column. It is beneficial to include corrective measures within the description.
- The “Item Number,” “Page Number,” and “Description” columns are taken from the *Health and Safety Guide*. An expanded description, whether the item is recommended or required, and the applicable regulation can be found by referring to the specified page number in the guide.
- The majority of the Playground worksheet is taken from the Health District’s own inspection worksheet. This is due to the fact that the *Health and Safety Guide* does not provide specific playground inspection items. The documents referenced in the playground portion are Consumer Product Safety Commission’s (CPSC) *Handbook for Public Playground Safety* and American Society for Testing and Materials’ (ASTM) *Standard Consumer Safety Performance Specification for Playground Equipment for Public Use F 1487-07a<sup>1</sup>*. These are voluntary guidelines and standards. The applicable section in each document is referenced in the “Page Number” column of the worksheet.

### Frequently Asked Questions

**When are my self-inspection worksheets due?** February 19, 2010

#### What if my self-inspection worksheets are late?

If you are having difficulty completing your self-inspections by the deadline, contact the School Program at 324-1560, ext. 4, before the deadline to discuss the circumstances. A late fee of \$90.00 will be charged after February 13, 2009. Our School Program will conduct inspections at schools whose worksheets have not been received by March 27, 2009.

#### Do I need to complete and return the milk cooler form?

If you have received a School Milk Case Permit for your school’s milk cooler and you are conducting a self-inspection this year, please be sure to check the temperature of the milk cooler, complete the milk cooler form and send it into the Health District with your Self-Inspection form. Checking your milk cooler on a regular basis is recommended.

**What if I have additional questions?** Please call 324-1560, extension 4.