

FIELD INSPECTION GUIDE

I. SITE EVALUATION (50)

1. SITE SIZE (15)

Is the size of the site adequate to provide the facilities necessary for the grade levels using the school, including separate areas for playground activities, vehicular movement, and building functions? Do assembly areas lead to safe exiting?

2. UTILITIES (15)

Are fire hydrants provided for adequate coverage of the exterior of the building and accessible to the fire trucks? Are sanitary sewers adequate to serve the school? Is the electrical service to the site safe and adequate?

3. SITE ACCESS (5)

Are there safe vehicle and pedestrian access routes to the site with adequate traffic control protection provided?

4. MAINTENANCE (15)

Is the site clean, and are playground equipment and facilities, drives and parking areas, sidewalks adequate in size and in good condition?

II. STRUCTURAL AND ARCHITECTURAL EVALUATION (550)

STRUCTURAL COMPONENTS

1. FOUNDATION AND SLAB ON GRADE (40)

Is the condition of the material sound? Are there any cracks indicating distress and causing seepage?

2. FLOOR STRUCTURAL SYSTEMS (40)

Is the condition of the material sound? Do fixed or movable overloads exist, or do damaging floor deflections exist? Is there any indication of bearing failures?

3. STAIRS, RAMPS, AND BALCONIES (20)

Is the condition of the material sound? Do damaging wall deflections exist?

4. INTERIOR BEARING WALLS (20)

Is the condition of the material sound? Do damaging wall deflections exist?

5. EXTERIOR BEARING WALLS (40)

Is the condition of the material sound? Do damaging wall deflections exist? Are there any localized cracks at doors or windows? Does the exposed portion of chimneys or stacks appear to be sound?

6. ROOF STRUCTURAL SYSTEMS (40)

Is the condition of the material sound? Do fixed or movable overloads exist, or do damaging roof deflections exist? Are the structural members deteriorated due to water damage?

7. CLASSROOMS, LABS AND SHOPS (55)

Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

8. CORRIDORS (45)

Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

9. MECHANICAL SPACES (35)

Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

10. CAFETERIA AND KITCHEN (45)

Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

11. TOILET FACILITIES (25)

Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

12. STORAGE (25)

Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

13. GYMNASIUM (40)

Are locker rooms well ventilated, adequate in size and in good condition with non-slip flooring? Are ceilings, walls, partitions and doors in good condition and appropriate for the application?

14. ASSEMBLY (30)

Are ceilings, walls, curtains, partitions and doors in good conditions and appropriate for the application? Are exits for performances and from the stage adequate and properly located?

15. STAIRWAYS AND RAMPS (50)

Are ceilings, walls, handrails, partition and doors in good condition and appropriate for the application?

III. MECHANICAL EVALUATION (150)

HEATING (70)

1. CENTRAL PLANT (25)

Does system have adequate capacity and comply with applicable minimum standards? Are all fuel burners located within mechanical rooms, boilers or furnace rooms? Do all fuel burners, flues, vents, and draft controls function properly and comply with applicable minimum standards?

2. TEMPERATURE CONTROL (5)

Do all spaces for 20 persons or more have separate temperature control?

3. OTHER DEVICES (25)

Do all direct fired units, solid fuel space heaters, oil fired space heaters, incinerators, gas piping, and kilns function properly and comply with minimum applicable standards? Is the temperature of all exposed surfaces below the maximum allowable temperature? Are all fuel burners located in occupied spaces enclosed in a locked metal cabinet?

4. CONDITION OF SYSTEM (15)

Are all boilers in good condition, and with a valid boiler permit? Are the breaching and stack, boiler controls and safety devices, steam and condensate, steam devices (traps, valves, etc., steam auxiliaries, space heating and surfaces, space controls, fuel piping system and fuel storage facilities, hot water piping insulation and hangers, water services (valves, auto valves, vents, makeup treatment systems, etc.), pumps and controls, functioning properly and in compliance with minimum applicable standards? Are ductwork, insulation and hangers in good condition? Are registers and grilles in good condition and operational?

VENTILATION**1. EXHAUST SYSTEMS (30)**

Are all paint spray booths, room exhausts, laboratory rooms, fume hoods, kiln exhausts, swimming pool exhausts, toilet room exhausts, shower exhausts, kitchen exhausts, welding room exhausts and welding hood exhausts installed where required and functioning properly? Are exhaust system ductwork, exhaust fans and controls, grilles and registers in good condition and properly functioning? Are minimum outdoor air quantities sufficient?

PLUMBING (50)**1. INTERIOR FIRE PROTECTION (10)**

Are fire extinguishers adequate in number, type, properly located, and recently serviced? Are the piping, sprinkler heads and fire department connections of the fire sprinkler system in good condition?

2. PLUMBING SYSTEMS (25)

Do the domestic-water system, water distribution system, plumbing system, and domestic hot water heaters function properly and comply with minimum applicable requirements?

3. PIPING (5)

Are the domestic water piping, drain, waste and vent piping systems in good condition, including insulation?

4. PLUMBING FIXTURES AND EQUIPMENT (10)

Are the plumbing fixtures, domestic water heaters, exterior hose bibbs, janitorial facilities, and ventilating systems, in good condition and functioning properly?

IV. EDUCATIONAL ENVIRONMENT (125)**1. CLASSROOMS, LABS, SHOPS (70)**

Is the design compatible with the instructional needs of the program? Is the size adequate? Is it located convenient to space for related educational activities? Does the layout allow easy access to exits and allow students to easily observe chalkboards, projection screens and display areas? Is there adequate space for storage of student materials and teacher demonstration equipment and materials?

2. ADMINISTRATIVE AREAS (10)

Is the design compatible with the administrative needs of the building? Is the size adequate? Is the location readily accessible to school personnel, students and parents? Does the layout provide essential privacy to each administrator and suitable reception and waiting area for students, teachers and parents? Is there ample storage, conveniently located, and with a secure place for permanent records?

3. SUPPORT AREAS (45)

Is the design compatible with the instructional needs of the program? Is the size adequate? Is it located convenient to space for related educational activities? Does the layout allow easy access to exits and allow students to easily observe chalkboards, projection screens and display areas? Is there adequate space for storage of student materials and teacher demonstration equipment and materials?

V. ELECTRICAL EVALUATION (125)**1. CONDITION OF WIRE AND CONDUIT (10)**

Are wire and conduit secured in place and in good condition?

2. GROUNDED WIRE SYSTEM (10)

Are receptacles for grounded wire systems polarized?

3. OUTLET CONDITION AND ADEQUACY (10)

Are receptacles adequate in number and in good condition?

4. EMERGENCY POWER (15)

Is emergency power adequate to support connected items?

5. EMERGENCY/EXITS LIGHTING (15)

Are exit signs illuminated and are emergency exit lights connected to emergency power source?

6. FIRE ALARM SYSTEM (15)

Is the Fire Alarm system in good condition and are visual and audible alarms adequate throughout the building? Are pull stations provided where appropriate?

7. GENERAL EXTERIOR LIGHTING (5)

Are switches and fixtures in good condition and are lighting levels sufficient?

8. CONDITION OF SERVICE ENTRANCES (10)

Are service entrances in good condition and of sufficient capacity?

9. LOCATION/CONDITION OF MAIN SWITCH (10)

Is the main switch in good condition, accessible to responsible personnel and adequate for load?

10. LOCATION/CONDITION OF PANEL BOARDS (15)

Are panel boards correctly covered and in good condition with circuits correctly identified?

11. PROGRAM SYSTEM AND PA SYSTEM (5)

Can signals be heard throughout building?

Are systems audible and in good condition?

12. TELEPHONE SYSTEM (5)

Are there sufficient phones for staff and employees?