



See the Overview Document for More Information

Building Walkthrough Checklist



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This building walkthrough checklist helps users identify what areas/items require further investigation. It is part of a series of documents in an NEA Building Walkthrough Toolkit. If the "NO" column is checked off in any of the below categories, those items will require additional follow-up, investigation, and mitigation.

Worksite Address: _____ Date and Time: _____
Building Name: _____ Conducted by Health and Safety Committee Local: _____
Location within Building: _____ Facilities Representative: _____

The Exterior of the Building

What type of neighborhood surrounds the building?	Rural _____ Urban _____ Industrial _____ Suburban Residential _____
What do you see within a five-block radius of the building? <i>Circle all that apply.</i>	Residential dwellings Factories Highways Waste Dumps Hospitals High-traffic areas Bus Parking/Idling Garages Farms Lakes Large Quantities of Bird Droppings Other: _____
Are there physical signs that the building is in poor condition? Are there broken windows, peeling paint, rotting wood, broken gutters, etc.? Yes _____ No _____	How old is the building? _____ Have any major renovations taken place? If so, when? _____
What is the condition of the mortar? Excellent _____ Good _____ Poor _____	Does the building have windows that can be opened? _____ Yes _____ No _____ Both _____ <i>(Note the locations where windows do not open)</i>
What is the condition of the bricks? Excellent _____ Good _____ Poor _____	

Toxic Materials		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is there a written hazard communication ("Right to Know") program covering chemical safety in place?									
2	Have non-toxic products been considered to minimize health risks (e.g., safer alternatives)?									
3	Is there an up-to-date inventory of all chemicals and products present and in storage? Does the inventory get updated annually?									
4	Are all chemical products and cleaners district-approved for use?									
5	Are all chemicals, cleaners, and products properly stored and labeled?									
6	Have closets and storage areas in science facilities been assessed and inventoried for chemical products?									
7	Have facility maintenance and repair closets been assessed and inventoried for chemical products?									
8	Are safety data sheets (SDS), describing toxic properties of all chemical-based products, accessible to staff for review?									

9	Are storage procedures compatible so that chemicals are not stored next to other chemicals or products that could cause a hazard if spilled? <i>For example, bleach and ammonia should not be stored next to each other.</i>									
10	Is there a written chemical hygiene plan in place for laboratories?									
11	Are art materials, like markers, replaced with less toxic options?									
12	Is training provided to staff about the chemicals they work with in a language, manner, and format they can understand?									
13	Does the training include safe work procedures for these chemicals? Does it include requirements for personal protective equipment (PPE)? Does it include information about potential health effects and signs and symptoms of overexposure?									
14	Is there additional local exhaust ventilation where chemicals are used or stored, in areas including custodial closets, vocational shops, labs, darkrooms, art rooms, copy rooms, and print shops?									

15	Where practical, is the presence of asbestos clearly labeled? <i>Asbestos can be found in spray-on insulation, ceiling tiles, flooring, and pipe insulation, and it is a hazard if disturbed.</i>									
16	Is an asbestos management plan available, and are staff and parents notified of the plan annually?									
17	Does visual inspection show peeling or flaking paint or damaged asbestos?									
18	Has there been an assessment for lead-painted walls and water pipes? Is that assessment available for review? Is there a plan in place to monitor and abate lead-paint hazards in the building?									
19	Have staff who may have disturbed painted, or assumed-lead-paint surfaces received proper training and certification in lead-safe work practices?									
20	Does the building provide safe filtered, lead-free water for drinking, food preparation, and dishwashing purposes?									
21	Has the district begun a program to remove and replace lead pipes?									
22	Has the building been tested for radon?									
23	Are radon assessments and reports available for review? If radon was									

	found, has the district implemented remediation and provided additional ventilation in areas where present?									
24	Are combustible and flammable liquids and materials stored in approved safety containers?									
25	Has playground equipment been assessed for the presence of leaching chemicals or pesticides?									
26	Has treated wood in playgrounds been sealed to prevent leeching pesticides?									
27	Can the district confirm that rubber-like floors in the building do not contain mercury? Have tests been done?									

Biological Hazards		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Are fish tanks and animal cages regularly cleaned and located away from air vents?									
2	Is there a written bloodborne pathogen (BBP) exposure control plan in place and implemented? Is it reviewed annually?									
3	Have all job titles in the building been assessed for their potential exposures to blood or other									

	potentially infectious materials (OPIM)?									
4	Have the staff been trained in how they could come in contact with blood or OPIM at work?									
5	Does the training include information about what to do when staff comes into contact with blood or OPIM at work?									
6	Are staff provided refresher training annually?									
7	Are sharps or waste containing blood or OPIM placed in appropriate containers that prevent leakage during collection, handling, processing, storage, and transport?									
8	Do students and staff follow universal precautions to prevent contact with blood or OPIM?									
9	Are Hepatitis B vaccinations provided free of charge and on paid time for all staff who could be exposed to blood or OPIM?									
10	Is biological waste placed in red biohazard bags?									
11	Are there approved sharps containers to contain broken glassware, pipettes, needles, and other sharps?									

12	Are there procedures in place to inspect sharps containers to ensure they are removed and replaced when two-thirds full?									
13	Are there BBP cleanup kits for the disposal of bodily fluids and medical waste? <i>Kits should include tongs, PPE (gloves, goggles, clothing protection), and biohazard bags.</i>									
14	After a BBP exposure or sharps injury, are staff provided appropriate, free, confidential, and immediate counseling about medical options to prevent bloodborne illnesses? <i>Free medical treatment should be provided within 24 hours to all staff requiring it due to workplace BBP exposure or sharps injury.</i>									
15	Is the work area free of signs of hidden or visible mold? <i>Signs of mold are stained ceiling tiles or walls, active leaks, mold growth patterns on air vents, mold in the kitchen, bathroom, or drinking fountains, water and leak stains on floors, carpeting, wet cardboard, and/or books. A sign the building might have hidden mold, even if there is no visible mold growth, a moldy odor.</i>									

16	Is the building free from any damp, earthy, musty, or moldy smells?									
17	Are materials (carpets, walls, etc.) and furnishings cleaned and dried immediately after a leak or spill to prevent mold growth?									

Pest Control		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is there a written integrated pest management (IPM) policy in place?									
2	Are staff, students, and parents notified of any pesticide/herbicide application in advance?									
3	Are food scraps disposed of and empty lunchboxes removed every night?									
4	Are trash cans available in the appropriate size and placed where needed?									
5	Are baseboards intact without gaps (no structural gaps or broken windows that allow pest entry)?									
6	Are buildings free of signs of insect, animal, rodent, bat, or bird infestation?									
7	Are playing fields and grounds maintained without pesticides or herbicides?									
8	Do students eat in the classroom to decrease cafeteria density due to COVID-19 and, if so, how is the collection of waste handled?									

Sanitation		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Are fountains, sinks, and toilets in working order, without leaks? Do they drain quickly?									
2	Are paper towels, soap, toilet paper, and warm water available at all times?									
3	Are drain traps filled with water monthly to prevent sewer gas entry?									
4	Do all bathrooms have operating exhaust fans and are they cleaned regularly?									

Electrical Safety		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Do refrigerators, microwaves, water coolers, computers, printers, copiers, and portable tools have a three-prong grounded plug?									
2	Are extension cords used as temporary solutions? Are appropriate extension cords used?									
3	Are electrical cords that are frayed, spliced, taped, or otherwise deteriorated destroyed and discarded?									
4	Is there a process in place that allows staff to notify management about damaged or deteriorating cords and cables? Is damaged equipment promptly identified, tagged, taken out of service, and repaired?									
5	Are portable electrical tools and equipment grounded or are they the double insulated/ Underwriters Laboratories (UL) kind?									

6	Are protected outlets with ground fault circuit interrupters (GFCI) used near water sources or wet and damp areas?									
7	Are circuit breaker switches and disconnect switches legibly labeled to indicate what circuits/areas they control?									
8	Are electrical outlets free from multiple plugins to prevent them from overloading?									
9	Are all table saws equipped with a functional guard that prevents exposure to the blade during use?									

Lighting		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is the lighting in all work areas and walkways adequate and functioning?									
2	Are blinking fluorescent tubes replaced?									

PCBs (Polychlorinated biphenyls)		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Were any fluorescent light fixtures installed after 1980?									
2	Are there any signs of leaks around the fluorescent light fixtures?									
3	Has the caulk been tested to see if it contains PCBs or asbestos?									
4	Is the caulk intact and in good condition?									

5	If the caulk is identified as hazardous, is a system in place to regularly assess the condition of caulk to address hazards as they arise? <i>PCB-containing caulk materials were primarily used in or around windows, door frames, stairways, building joints, masonry columns, and other masonry building materials.</i>									
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Emergency Preparedness		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is there a written emergency response plan in place and practiced regularly?									
2	Is the plan (shelter-in-place and evacuation) inclusive and does it have preplanned procedures for individuals with disabilities? Is it ADA compliant?									
3	Are fire extinguishers, smoke detectors, and sprinkler systems inspected and maintained?									
4	Are at least two means of egress provided?									
5	Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected, and replenished as needed?									
6	Are there eyewash and shower stations in laboratories, art rooms, and chemical storage areas where staff and/or students will be handling or dispensing chemicals									

	that could be injurious to the eyes, face, or skin?									
7	Is there an automated external defibrillator (AED) in the building?									
8	Are staff trained in CPR/AED/first aid and mental health first aid for emergencies?									
9	Are emergency exits marked, unobstructed, and equipped with emergency lighting?									
10	Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2-inch wide?									
11	Are "EXIT" signs illuminated and maintained as required?									
12	Are fire and emergency evacuation drills conducted regularly?									
13	Are exit pathways to exit doors marked to avoid confusion?									
14	Are emergency exits kept unlocked at all times?									
15	Are all doors properly labeled and any doors that could be mistaken as exit doors marked as "NOT an EXIT"?									
16	Are fire doors free of unauthorized door-hold-open devices such as wooden wedges?									
17	Is emergency lighting provided and maintained in required areas?									
18	Is the local fire department well-acquainted with the facility, its location, and specific hazards?									

19	If there is a fire alarm system, is it certified as required? Is it tested annually?									
20	Are automatic sprinkler systems with water control valves, air, and water pressure checked as required?									
21	Are sprinkler heads clean and unpainted? Are there at least 18 inches of clearance around each sprinkler head?									
22	Are there an adequate number and type of portable fire extinguishers available?									
23	Is each fire extinguisher marked with a sign, mounted to the wall, and maintained with clearance and ease of access?									
24	Are fire extinguishers tagged and dated with the most recent date of inspection? <i>Fire extinguishers need to be visually inspected monthly and maintained at least annually.</i>									

Heat Stress		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is there a heat illness prevention plan in place?									
2	Are staff trained to identify the signs and symptoms of heat stress and prevention strategies and heat illness first aid?									
3	Are acclimatization and re-acclimatization procedures in place for staff, students, and student-athletes?									
4	Is cool drinking water, mandatory breaks, access to shade, or a "cool room" available?									

5	Are staff wearing thin, light-colored long pants, long-sleeved shirts, and a hat during outdoor work or activity?									
6	Is there weather/extreme temperature monitoring (accounting for temperature, humidity, wind, and radiant heat) in place?									
7	Are work schedules modified for duties to occur in cooler parts of the day for heavy physical exertion jobs?									

Occupational Noise		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Have areas with noisy equipment (both inside and outside the building) been assessed for noise levels?									
2	Has the noisy machinery been isolated from the rest of the areas of instruction?									
3	Is approved hearing PPE (noise-attenuating devices) available to staff and students working in noisy areas?									

Ergonomics		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Are computer workstations properly designed to reduce injuries from eye strain and awkward positions?									
2	Are footrests provided, as needed, to ensure the line from knee to hip while sitting is parallel to the floor or the knees are slightly higher than the hips?									

3	Are computer monitors located at eye level or lower, and in a position that allows operators to face them squarely without twisting?									
4	Are computer workstations designed so the chair, desk, or table can be adjusted to ensure a straight line between the 's elbows and hands resting on the keyboard?									
5	Are wrist rests provided for keyboards when appropriate?									
6	Are ergonomic and adjustable chairs provided that can be adjusted for staff? Is there a program in place to identify, remove, and replace damaged chairs?									
7	Are furniture and electrical appliances arranged with the safety of workers in mind (overhead lighting, overhead drop cords, and outlets on posts)?									
8	Is the top of the computer screen at or just below eye level and 16–22 inches away?									
9	Are the chair and desk positioned so that the worker's knees and forearms are at a 90-degree angle with wrists straight and feet flat on the floor?									
10	Do staff use proper manual lifting techniques when lifting heavy items? Do staff receive training on proper lifting techniques?									
11	Is a dolly or cart available to move heavy objects?									

12	Are ergonomic assessments available?									
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Kitchen Safety		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is the hood, duct, and duct exit area free of grease accumulation? Are they professionally inspected, maintained, and cleaned regularly?									
2	Is all mechanical equipment, such as choppers and slicers, properly guarded?									
3	Are heat-resistant and cut-resistant gloves available and used, where required?									
4	Are there fire extinguishers in the kitchen area? Are they wall-mounted? Is there at least one near the exit? <i>Use only BC- or K-type fire extinguishers on kitchen equipment fires with a dry chemical hood suppression system.</i>									
5	Are the cleaning chemicals stored separately from the food storage area?									
6	Are staff trained to use kitchen equipment?									
7	Is a marked trash container designated for broken glass and sharps with lids?									
8	Is food stored in sealed, vermin-proof containers?									
9	Are ergonomic, padded floor mats provided to protect against constant impact with hard surfaces? Are raised mats available to ensure workers do not work on wet or slippery floors?									

10	Are heavy items in easy-to-reach areas to avoid overreaching and bending?									
11	Are non-slip soles required for all kitchen staff?									
12	Are floor spills immediately isolated, marked with signs, and cleaned?									

Violence		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Does the district have a written workplace violence prevention program in place with a responsible person? Does it include a shelter-in-place plan? Does it include an active shooter response plan? Does it include an evacuation plan?									
2	Is there a joint labor-management safety committee that meets regularly to investigate and address violence hazards?									
3	Is there a procedure in place to further investigate and analyze incidences of violence to identify gaps and generate recommendations?									
4	What is the emergency communication system like in the building in case staff find themselves in a situation of incipient violence and need to call for help or alert other staff?									

5	Are staff required to attend trainings on student mental health, workplace violence, substance use, and suicide prevention to better enable them to identify the warning signs and who to speak to (e.g., the principal, nurse, psychologist, or social worker)?									
6	Are all visitors required to sign in at the main office with proper identification to obtain access, and are they given a badge?									
7	Are incidences of violence and threats regularly documented, investigated, and reviewed to inform policy and safety improvements?									
8	Are restorative justice practices implemented as alternatives to discipline?									
9	Is there an adequate number of SISPs? (i.e., social workers, nurses, psychologist counselors, and occupational therapists)?									
10	Did the district conduct a school climate survey and adopt policy and implementation recommendations as a result?									
11	Does the district implement trauma-sensitive practices?									
12	Does the district implement social-emotional learning (SEL)?									
13	Is inclusivity promoted through practices like cultural responsiveness?									

Compressed Gas Cylinders		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Are cylinders legibly marked to identify the gas contained?									
2	Are cylinders stored away from heat sources, and is there a separation between flammables and oxidizers?									
3	Are cylinders stored upright and chained with a protective cap in place (including empty containers)?									

COVID-19 or Other Airborne Infectious Diseases		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Is paid sick leave available for staff to stay home if sick or if they need to care for a family member who is sick?									
2	Is there a masking policy in place (including where current masking is optional) or a plan to implement mask requirements based on outbreaks or community transmission?									
3	Is there a social distancing policy, and how is it implemented? Which locations do not allow for social distancing?									
4	Is staff informed if they are exposed to COVID-19 within 24 hours of exposure?									
5	Is testing available on-site?									
6	Has the building had a professional assessment of its HVAC system to address the airborne transmission of diseases?									

7	If areas have been identified as needing adjustment or repair, is there a clear and timely maintenance schedule for HVAC improvements?									
8	Is maximum outdoor air being provided to increase fresh, outside air ventilation?									
9	Do air filters have at least a MERV 13 rating?									
10	Have HEPA-filtered stand-alone air cleaners been provided in each classroom where social distancing and masking cannot be maintained?									

Personal Protective Equipment (PPE)		YES	NO	DON'T KNOW	N/A	ROOM NO.	COMMENTS	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION IN PROGRESS	CORRECTION COMPLETED
1	Have written hazard assessments been performed for each job title to identify task hazards and determine what kind of PPE is necessary?									
2	Is PPE (goggles, gloves, aprons, etc.) available in a variety of sizes?									
3	Are protective goggles, safety glasses, or face shields provided and worn where there is any danger of flying particles or corrosive materials?									
4	Are protective gloves, aprons, shields, or other protective equipment provided against cuts, corrosive liquids, chemicals, and aerosol-generating procedures (performed in a health office)?									

5	Is foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling, or crushing objects?									
6	Are adequate work procedures and PPE provided and used when cleaning up spilled toxic or otherwise hazardous materials?									
7	If respirators are used in the workplace, is a written respiratory protection program maintained and training provided?									
8	Are NIOSH-approved respirators provided for regular or emergency use, where needed?									
9	Are all staff assigned to wear a respirator first provided with medical clearance screening before their fit test? Is this documented?									
10	Are all staff assigned to use a respirator provided with an initial fit test before using the respirator? Is there mandatory annual fit testing for all staff assigned to use a respirator?									
11	Is respiratory protection training provided initially and annually whenever the staff is fit tested?									