
Identifying School-Based Hazards—Building Mitigation Checklist

This checklist can be used by administrators, teachers, or staff to analyze hazards throughout the building that require mitigation. Be sure to check every room, including shop areas, custodian's closets, storage areas, and the gymnasium, and complete this form for each area surveyed. Use the information gathered during the hazard assessment to determine the scope of hazards throughout the school and to develop a plan and schedule to reduce the hazards.

Area: _____

Surveyed By: _____ **Date Surveyed:** _____

Hazard	Mitigation Measures
<input type="checkbox"/> Extended, unsupported roof spans	
<input type="checkbox"/> Large windows or panes of glass, especially: <ul style="list-style-type: none"> <input type="checkbox"/> Not composed of safety glass <input type="checkbox"/> Located near exits or evacuation routes 	
<input type="checkbox"/> Suspended ceilings and light fixtures	
<input type="checkbox"/> Incompatible chemicals stored in close proximity or not stored to withstand falling and breaking	
<input type="checkbox"/> Hazardous materials located in areas that do not have warning signs	
<input type="checkbox"/> Paper or other combustibles (e.g., greasy rags) stored near heat source	
<input type="checkbox"/> Unsecured heavy or unstable items, including: <ul style="list-style-type: none"> <input type="checkbox"/> Portable room dividers <input type="checkbox"/> Appliances (e.g., water heaters, space heaters, microwave ovens) <input type="checkbox"/> Filing cabinets, bookcases, and wall shelves <input type="checkbox"/> Athletic equipment <input type="checkbox"/> Vending machines <input type="checkbox"/> TV monitors <input type="checkbox"/> Wall-mounted objects <input type="checkbox"/> Aquariums <input type="checkbox"/> Table lamps 	
<input type="checkbox"/> Unsecured fire extinguishers or fire extinguishers that require recharging	
<input type="checkbox"/> Electrical equipment	
<input type="checkbox"/> Heavy objects on high shelves	
<input type="checkbox"/> Hanging plants above or near seating areas	
<input type="checkbox"/> Other hazards (List):	