

MAINTENANCE AND SECURITY SAFETY CHECKLIST

Use the following checklist to assess your current level of safety related to the development of your EOP. If an element is in place, check YES. If changes need to be made, check IMPROVE. If the element is not in place, check NO. If there are plans to implement this missing element, check IMPLEMENT. In some cases, an element may be not applicable (N/A) to your program.

MAINTENANCE AND SECURITY ELEMENT	YES	NO	N/A	IMPLEMENT	IMPROVE
1. All exterior doors have non-removable hinge pins.					
2. Exterior doors, unless designated for entry, have no exterior hardware.					
3. Exterior doors have a protective plate covering locks.					
4. Double doors have an astragal.					
5. All operable windows have hardware in working condition.					
6. Required exit doors are equipped with panic hardware.					
7. Hallways leading to required exit doors are kept clear and unencumbered with furniture.					
8. A master key control system is in place to monitor keys and duplicates.					
9. Doors accessing internal courtyards are tied into the central alarm system.					
10. Written regulations have been developed regarding access to and use of the building by personnel after regular hours.					
11. Staff members who remain after hours are required to sign out.					

MAINTENANCE AND SECURITY ELEMENT	YES	NO	N/A	IMPLEMENT	IMPROVE
12. Staff members must lock unoccupied classrooms when not in use.					
13. High-risk areas such as offices, cafeteria, computer rooms, music room, shops and labs are protected by high security locks and an alarm system.					
14. The security alarm system receives regular maintenance and/or testing.					
15. Building security at night is provided by either adequate exterior directional lighting or total blackout.					
16. All program equipment is permanently marked with an identification number.					
17. Records are maintained of all maintenance on doors, windows, lockers, and other areas.					
<p>18. One person is designated to perform the following security checks at the end of each day:</p> <ul style="list-style-type: none"> • Check that all rooms and offices are locked. • Check all restrooms and locker rooms to ensure that everyone has left the building. • Check all exterior entrances to ensure that they are locked. • Check all night-lights to ensure that they have been turned on. • Check the security alarm system. 					
<p>19. The building has a maintenance schedule for checking:</p> <ul style="list-style-type: none"> • Lights • Locks and other hardware • Storage sheds/areas • Portable classrooms (trailers) • Other 					