

OSBIE H.E.L.P Audit – School

School Name:

Location Address:

Conference with:

Auditor Name:

Date:

AUDIT CONDITION	ACCEPTABLE		
	YES	NO	N/A
1) EMERGENCY RESPONSE PLAN:			
a) Name of Emergency Coordinator identified			
b) Fire Department notifier identified			
c) Board wide emergencies covered (fire, hostage, bomb, natural hazards, etc)			
d) Emergency team meets at least semi-annually			
e) Written evidence of Plan on site			/5
Comments:			

2) HOT WORK PERMIT SYSTEM :			
a) Supply of permit tags available			
b) Evidence of proper use of system			/2
Comments:			

3) MONTHLY FIRE SAFETY INSPECTIONS/NO SMOKING POLICY:			
a) Documented monthly fire doors inspections			
b) Documented monthly fire extinguishers inspections			
c) Evidence of good housekeeping practices			
d) No combustibile storage in Electrical/Mechanical rooms			
e) Inspection records on file			
f) No Smoking signs posted			
g) Evidence of compliance with policy			/7
Comments:			

AUDIT CONDITION	ACCEPTABLE		
	YES	NO	N/A

4) TEMPORARY SHUT DOWN AND COLD WEATHER ALERTS:				
a) Temporary Shut Down inspection sheets current and in use recording activity.				
b) Use of electronic monitoring and/or regular inspections of schools during a Cold Weather Alert				
c) Recorded inspection logs for Cold Weather Alert Check ups				/3
Comments:				

5) ELECTRICAL PREVENTIVE MAINTENANCE:				
a) ESA Continuous Safety Service CSS Program in use				
b) Evidence of compliance with CSS Program				
c) CSS Log Book current and in use				/3

OR

d) If CSS Program not in use, equivalent program in place				
Comments:				

6) AUTOMATIC FIRE SPRINKLERS:				
a) Sprinkler shutoff valves locked in the full open position				
b) Recorded weekly visual inspections of sprinkler control valves				
c) Recorded quarterly tests of sprinkler flow alarms				/3
Comments:				

7) PLAYGROUND STANDARDS:				
a) Plan to upgrade/replace existing non-compliant equipment				
b) Protective surfacing meets or exceeds standards				
c) Documentation of maintenance program complying with standard				
d) Recorded weekly/monthly/annual inspections per standard				/4
Comments:				

AUDIT CONDITION	ACCEPTABLE		
	YES	NO	N/A

8) SNOW/ICE:				
a) Log books current and in use recording activity				
b) Log books documenting roof ice inspection/snow removal program				/2
Comments:				

9) DESIGN TECHNOLOGY PROGRAMS:				
a) Visible evidence of compliance with program				
b) Student safety certificates on file				
c) Recorded equipment inspections				/3
Comments:				

10) CONTROLLED ACCESS SYSTEM:				
a) Visible evidence of compliance with program (sign in log, visitor signs, visitor badges)				/1
Comments:				

