

## SELF-ASSESSMENT REPORT: CAPITAL, MAINTENANCE, UTILITY, AND REPAIRS

<b>Instructions:</b> Enter data only in color shaded areas. Each color represents a data type. See below	School Name:
<b>Oracle ID and Inspection Date are Required</b>	Oracle ID:
	Inspection Date:
SCORE = 1 (poor) - 5 (excellent); Blank = Not Applicable	Unit:
Yes/No or Fail/Pass	Network:
Date (Example: 12/31/08)	Collaborative:
Free Formatted Text (Comments Fields not to exceed 100 characters long)	Prepared By:

EXTERIOR	SCORE	PICTURE #	COMMENTS
American flag and pole			
Exterior lighting - school and City			
Fencing			
Sidewalks, stairs, asphalt, other hard surfaces			
Trash receptacles (dumpsters, compactor) covered, secured			
Manholes and sewerage			
Roof - gutters clean, scuppers clean, roof hatch closed and sealed, flashing tight, blistering, cracks, etc.			
Exterior envelope - Masonry / tuckpointing / caulking / painting			
Building free of graffiti			
Landscaping - grass cut, bushes trimmed, etc.			
Play lot equipment			
Campus park - landscaping, equipment, lighting			
Litter removed from grounds			
Exterior doors - hardware, closers, locks, entrance controls			
Marquee sign			
OTHER COMMENTS AND OBSERVATIONS			

SAMPLE

INTERIOR	SCORE	PICTURE #	COMMENTS
Doors - hardware, closers, locks			
Windows - open and close properly, glazing, balances, stops installed, guards			
Washrooms - fixtures, partitions, exhaust, finishes, supplies stocked			
Plumbing - drinking fountains, floor drains free flowing, sinks, sump pumps			
Lighting - bulbs, ballasts, lenses in place and clean			
Electrical outlets - secure, not overloaded			
Flooring - note deficiencies and locations			
Interior surfaces free of graffiti			
Student lockers			
Elevators, escalators, wheelchair lifts, dumbwaiters - functioning, note whether under a maintenance contract			
Stairs / stair treads / Handrails			
Ceilings - note deficiencies and locations			
Auditorium - flooring, seating, stage, curtains			
Ambient noise levels			
Gymnasium - flooring, striping, equipment, bleachers			
Gym locker rooms - fixtures, lockers, showers, benches, exhaust			
Pool - mechanical equipment, filter, pumps, chemicals			
Pool - flooring, deck, ceiling, walls, ventilation equipment			
Pool locker room - fixtures, lockers, showers, benches, exhaust			
Classrooms using blue recycling containers properly			
Technology infrastructure			
OTHER COMMENTS AND OBSERVATIONS			

SAMPLE

<b>MECHANICAL</b>	<b>SCORE</b>	<b>PICTURE #</b>	<b>COMMENTS</b>
Boilers - Inspection date			
Boilers - Certificate received date			
Heating system			
Cooling system, if applicable			
AC window units			
Feed water/ Condensate tank			
Pumps			
Piping			
Steam traps			
Fans			
AHU's			
RTU's			
Exhaust Fans			
Air Compressor			
Temperature controls			
Chemical Feed System - if none, note whether chemical treatment is being done and logs are kept			
Dampers / Actuators			
Univents - Filter and coils clean			
Univents - Date of last filter changes			
OTHER COMMENTS AND OBSERVATIONS			
<b>CLEANLINESS</b>	<b>SCORE</b>	<b>PICTURE #</b>	<b>COMMENTS</b>
Overall - corridors			
Overall - student washrooms			
Overall - kitchen			
Overall - lunchroom			
Overall - classrooms			
Overall - offices			
Overall - gymnasium			
Overall - gym locker rooms			
Overall - pool and locker room			
Overall - mechanical areas, boiler room (Air Tunnels/Plenums clear of debris, storage, peeling paint, environmental conditions)			
OTHER COMMENTS AND OBSERVATIONS			

SAMPLE

<b>SAFETY</b>	<b>SCORE</b>	<b>PICTURE #</b>	<b>COMMENTS</b>
Fire alarm - functioning, incl. city 911 tie			
Fire extinguishers - inspected and serviced			
Stove hoods cleaned and fire suppression system tested			
CO detectors functional, batteries tested			
Exit signs lighted			
Emergency lighting tested and operational			
Emergency generator tested and operational			
Security system - burglar alarm, cameras, Aphone			
Intercom - working in all areas			
Fire drills held once a month			
OTHER COMMENTS AND OBSERVATIONS			
<b>PEST CONTROL</b>	<b>Date</b>	<b>PICTURE #</b>	<b>COMMENTS</b>
IN-House date of last application			
CONTRACTOR date of last visit			
Log book updated			
OTHER COMMENTS AND OBSERVATIONS			
<b>AED</b>	<b>Fail / Pass</b>	<b>PICTURE #</b>	<b>COMMENTS</b>
AED Check Fail / Pass. If Fail, please select reason(s) below.			
Replaced Battery (failed prematurely)			
Replaced Battery (normal life-cycle exhausted)			
Replaced Pads (Used)			
Replaced Pads (Expired)			
Mechanical Failure			
AED Cabinet Not Operational			
AED Cabinet Missing			
AED Cabinet Obstructed			
AED Cabinet Not In Specified Location			
First Response Kit Missing			
OTHER COMMENTS AND OBSERVATIONS			

SAMPLE

<b>SUMMARY OF SCORES</b>
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AVERAGE SCORE EXTERIOR: **#DIV/0!**  
 AVERAGE SCORE INTERIOR: **#DIV/0!**  
 AVERAGE SCORE MECHANICAL: **#DIV/0!**  
 AVERAGE SCORE CLEANLINESS: **#DIV/0!**  
 AVERAGE SCORE SAFETY: **#DIV/0!**  
 AVERAGE SCORE FOR FOOD PREPARATION: **#REF!**  
 AVERAGE SCORE FOR SERVING AREAS: **#REF!**  
 AVERAGE SCORE FOR LUNCHROOMS: **#REF!**  
 OVERALL AVERAGE SCORE FOR SCHOOL: **#REF!**