

### 2018/2019 Site and Facility Review

**Academy Name:** \_\_\_\_\_  
**Site Address:** \_\_\_\_\_  
**Review Date:** \_\_\_\_\_  
**Academy Contact:** \_\_\_\_\_  
**Reviewer's Name:** \_\_\_\_\_

**Purpose:** This review is conducted to observe the condition of the site(s) and facilities of the Academy as outlined within Schedule 6 of the Charter Contract. In no way should this review be construed to replace or supersede legally required inspections, such as, but not limited to, health or fire. Answering "No" to any of the items does not automatically require corrective action. The final letter to the Academy Board will reflect areas that the Center believes need corrective action.

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
<b>Section 1. Exterior - Building</b>				
Outside of building in good repair (bricks, eaves, soffit, roof, etc.)		General		CMU Standard. Local/State Codes may apply.
Windows clean and free of damage		General		CMU Standard. Local/State Codes may apply.
Screens in windows		Other		Best practice*
Roof intact with no visible signs of leaking or damage		General		CMU Standard. Local/State Codes may apply.
<b>Section 2. Exterior - Grounds</b>				
Sign in place, entrance and parking defined by purpose (public, staff, delivery)		General		Best practice*
Visitor expectations defined and protocol for visitor entry in place with restriction on travel and sign-in required with ID.		General		Best practice*

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
Entry to building ADA compliant		Critical		<a href="#">American with Disabilities Act</a>
Flag displayed		Major		<a href="#">MCL 308.1347</a>
Site free from litter/graffiti		General		CMU Standard. Local/State Codes may apply.
Landscaping maintained (grass, shrubs, trees, trimmed, etc.)		Other		CMU Standard. Local/State Codes may apply.
Recreation area available		Other		CMU Standard. Local/State Codes may apply.
Playground area available		Other		CMU Standard. Local/State Codes may apply.
Fire hydrant(s) on school property assessable		Major		<a href="#">NFPA 101 - Section 7</a>
Perimeter well-defined (fencing, gates, drives, sidewalks, natural surveillance)		Other		Best practice*
<b>Section 3. Exterior - Parking Areas and Sidewalks</b>				
Lighting provided		General		CMU Standard. Local/State Codes may apply.
Area in good condition and marked		General		CMU Standard. Local/State Codes may apply.
Area free of litter/obstructions		General		CMU Standard. Local/State Codes may apply.
Sidewalks clean/safe		General		CMU Standard. Local/State Codes may apply.
<b>Section 4. Exterior - Garbage and Refuse</b>				
Refuse containers		General		CMU Standard. Local/State Codes may apply.
Receptacles closed		Other		CMU Standard. Local/State Codes may apply.
Receptacles in enclosed area		Other		CMU Standard. Local/State Codes may apply.
Receptacles at least 50 feet from building		Other		Best practice*

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
Clean and litter free		General		CMU Standard. Local/State Codes may apply.
Free from evidence of insects		General		CMU Standard. Local/State Codes may apply.
Refuse materials disposed of properly		General		CMU Standard. Local/State Codes may apply.
<b>Section 5. Exterior - Ancillary Building</b>				
Ancillary buildings locked		General		Best practice*
Ancillary buildings are properly maintained		General		CMU Standard. Local/State Codes may apply.
No hazardous contents		Major		<a href="#">NFPA 400</a> <a href="#">NFPA 101 - Section 4-2</a>
<b>Section 6. Interior - Hallways</b>				
Entry floor mats utilized		General		Best practice*
Hallways free of obstructions		Critical		<a href="#">NFPA 101 - Section 11-2</a>
Student storage available		General		Best practice*
Any restrictions on carrying backpacks, duffel bags or larger purses		Other		Best practice*
Ceiling integrity intact		General		<a href="#">NFPA 101 – Section 11-3.3</a>
All ceiling tiles in place		General		<a href="#">NFPA 101 - Section 11-3.3</a>
Floors maintained properly		General		CMU Standard. Local/State Codes may apply.
Walls maintained properly		General		CMU Standard. Local/State Codes may apply.
Free from graffiti		General		CMU Standard. Local/State Codes may apply.
Lighting adequate		General		CMU Standard. Local/State Codes may apply.

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
Water fountains operable and appear to be appropriate height for students		General		Best practice*
Signage provided (i.e. office, classrooms, restrooms, etc.)		General		Best practice*
All non-public spaces equipped with storeroom function lockset		Other		Best practice*
Fire exits operable (i.e. not chained, locked or obstructed)		Critical		<a href="#">NFPA 101 - Section 11-2.2</a>
Exits clearly marked		Major		<a href="#">NFPA 101 - Section 11-2.10</a>
Emergency signs/lighting provided and operational		Major		<a href="#">NFPA 101 – Section 11-2.9</a>
Fire extinguishers inspected (annually) and tagged		Major		<a href="#">NFPA 10 - Section 7-7.4</a>
Electrical panels in public spaces clear (3ft in front) and easily accessible		Major		<a href="#">NFPA 70</a> <a href="#">NFPA 101 - Section 7-1 (panels are NOT to be locked or obstructed)</a>
Surveillance cameras present		Other		Best practice*
Staff trained in conducting routine hazard/risk surveys of identified, written list of hazards/risks (blocked egress windows, propped egress doors, exposed electrical wires, etc.).		Other		Best practice*
Unused/unoccupied areas (unoccupied classrooms) secured.		General		Best Practice: Significant Safety Risk/Liability Issue
<b>Section 7. Interior - Classrooms</b>				
Clean and in good state of repair		General		CMU Standard. Local/State Codes may apply.
Flag displayed in each “classroom or other instructional area		Major		<a href="#">Public Act 320 of 2011 (MCL 380.1347)</a>
Opportunity for the Pledge of Allegiance to be recited each school day		Major		<a href="#">Public Act 321 of 2011 (380.1347a)</a>

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
Eye wash station present in lab		Other		Best practice*
Alcohol-based hand rubs available throughout building		Other		Best practice*
Adequate storage available for classroom materials		General		Best practice*
Egress unobstructed (doors, windows, hallways)		Critical		<a href="#">NFPA 101 -Section 11-2.11.1</a>
Fire/tornado/lockdown procedures and evacuation maps present		Critical		<a href="#">NFPA 101 – Section 11-7</a>
Adequate HVAC systems operational		Other		Best practice*
Fresh air intake above grade or fenced off		General		CMU Standard. Local/State Codes may apply.
Sidewalks outside of egress doors/window are clear		Critical		<a href="#">NFPA 101 – Section 11-2.2.7</a>
<b>Section 8. Interior - Restrooms</b>				
Clean floors		General		CMU Standard. Local/State Codes may apply.
Wash sinks and lavatory appropriate height for students		General		CMU Standard. Local/State Codes may apply.
Soap, dryer/towels, waste receptacles and toilet paper		General		CMU Standard. Local/State Codes may apply.
Walls are free from graffiti		General		CMU Standard. Local/State Codes may apply.
Proper ventilation is evident		General		CMU Standard. Local/State Codes may apply.
<b>Section 9. Interior - Custodial/Maintenance/Utilities Areas</b>				
Floors are clean		General		CMU Standard. Local/State Codes may apply.
Rooms are free of flammable/hazardous material		Major		<a href="#">NFPA 101 - Section 11-3.2</a>
Custodial closet equipped with fire suppression		Major		<a href="#">NFPA 101 – Section 11-3.2.1</a>

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
Boiler inspection certificate is current		Major		<a href="#">DELEG – Boiler Division</a>
Pipe insulation is encapsulated [If asbestos plan identifies insulation as asbestos, it should be encapsulated per state approved plan]		Other		<a href="#">AHERA</a>
<b>Section 10. Food Service</b>				
Current health department certificate is posted		Major		<a href="#">Michigan Department of Agriculture</a>
Food preparation area is clean		Major		<a href="#">Michigan Department of Agriculture</a>
Plastic gloves and hair nets provided		Critical		<a href="#">Michigan Department of Agriculture</a>
Hand washing sink is properly equipped (signage included)		Critical		<a href="#">Michigan Department of Agriculture</a>
Cleaning materials are stored properly		Major		<a href="#">Michigan Department of Agriculture</a>
Food storage area is dry, secure and free from evidence of pests		Critical		<a href="#">Michigan Department of Agriculture</a>
Milk is stored properly [Best Practice: Temperature logs be maintained for the refrigerators as a method to immediately detect if there is a problem with the milk/food temperature]		Other		<a href="#">Michigan Department of Agriculture</a>
<b>Section 11. Legal Postings</b>				
Calendar of regular board meetings posted and can be read after hours		Major		<a href="#">Open Meetings Act</a>
Current state and federal employee "Right to Know" labor laws posted		Major		<a href="#">MIOSHA</a>
Chemicals, solvents, cleaners and strippers in properly marked containers		Major		<a href="#">MIOSHA</a>
MSDS available		Major		<a href="#">MIOSHA</a>
<b>Section 12. Misc. - Management Plans On-Site</b>				

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State-approved and AHERA letter is current and available for review		Major		<a href="#">AHERA</a>
Date of last three-year reinspection: _____		Major		<a href="#">AHERA</a>
Integrated pest-management policy/plan implemented		Major		<a href="#">Michigan Act 451 Part 83</a> <a href="#">IPM – State of MI</a>
School safety plan addresses specific metrics, required efforts, frequency and implementation		Major		<a href="#">MCL 29.19</a>
Performed (or appears to be on-target to perform) at least 5 fire safety drills, 2 tornado safety drills and 3 lock-down emergency drills in accordance with Public Act 12 of 2014		Major		<a href="#">Public Act 12 of 2014</a>
School has identified any risks unique to their location (near railroad tracks, farm fields, etc.)		Other		Best practice* <a href="#">MI Ready MI Ready Schools MI Ready Schools Emergency Planning Toolkit</a>
Emergency response plans developed for any unique risks or hazards identified.		General		Best practice*
Emergency drills have performance metrics		General		Best practice*
School emergency response team is in place and has been trained [By not having people assigned to certain duties in emergencies could result in chaos and present a safety/liability issue]		Major		Best practice* <a href="#">NFPA 101 – Section 11-7.1</a>
Fire suppression annual inspection record available in kitchen		Major		<a href="#">NFPA 10 - Section 6</a>
<b>Section 13. Misc.</b>				
Grades offered at site consistent with charter contract		Critical		CMU Standard. Local/State Codes may apply.

Item	In Compliance? Yes / No / N/A	Deficiency Category	Comment	Source/Additional Info
Grades served on each building level comply with legal requirements (i.e. Kindergarten and first grade are not permitted above or below the level of exit discharge and second grade not permitted more than one story above level of discharge)		Major		NFPA 101, 2012
<b>Section 14. Misc. - Academy Owned Transportation [if applicable]</b>				
Academy-operated transportation available		N/A		
Number of vehicles		N/A		
Number of vehicles inspected		N/A		
Safety inspection performed by Michigan State Police		Major		<a href="#">MCL 257.1839</a>
All bus drivers' licenses on file		Major		<a href="#">MCL 257.1853</a>
Fire extinguisher(s) present and certified		Critical		<a href="#">MCL 257.1825</a>
First aid kit present and properly equipped		Critical		<a href="#">MCL 257.1825</a>
<b>Section 15. Other</b>				