



Site and Facility Review Sheet

Date:	
School Name:	
Building Address:	

Purpose: This review is conducted to observe the condition of the site(s) and facility(ies) of the school as outlined within Schedule 6 of the Charter Contract. In no way should this review be construed to replace or supersede legally required inspections including, but not limited to, health or fire. Answering “no” to any of the items does not automatically require corrective action. A final letter to the Board will reflect areas that require corrective action.

Item	In Compliance?	Category ¹	Comment
Section 1. Exterior – Building			
Outside of building in good repair (bricks, eaves, soffit, roof, etc.) Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Windows clean and free of damage Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Screens in windows Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Section 2. Exterior – Grounds			
Sign in place, entrance and parking define by purpose (public, staff, delivery) Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Visitor expectations defined and protocol for visitor entry in place with restriction on travel and sign-in required with ID. Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Entry to building ADA compliant Source: Persons with Disabilities Civil Rights Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Flag Displayed Source: Revised School Code: MCL 380.1347	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Site free from litter/graffiti Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Landscaping maintained (grass/shrubs/trees trimmed, etc.) Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Recreation area available. Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Playground area available. Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	

¹ **Category:** Critical items require immediate action; Major items require attention within 30-60 days; and General items are considered best practice based upon input from experienced practitioners in the safety industry.

Fire hydrant(s) on school property accessible Source: NFPA 101-Section 7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Perimeter well-defined (fencing, gates, drives, sidewalks, natural surveillance) Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Section 3. Exterior – Parking Areas and Sidewalks			
Lightning provided Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Area in good condition and marked Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Area free of litter/obstructions Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Sidewalks clean/safe Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Section 4. Exterior – Garbage and Refuse			
Refuse containers Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Receptacles closed Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Receptacles in enclosed area Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Receptacles at least 50-feet from building Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Clean and litter free Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Free from evidence of insects Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Section 5. Exterior – Ancillary Building			
Ancillary buildings locked Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Ancillary buildings are properly maintained Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
No hazardous contents Source: NFPA 400; NFPA 101-Section 4-2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Section 6. Interior – Hallways			
Entry floor mats utilized Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Hallways free of obstructions Source: NFPA 101 – Section 11-2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Student storage available Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	

Any restrictions on carrying backpacks, duffel bags or larger purses Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Ceiling integrity intact Source: NFPA 101 – Section 11-3.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
All ceiling tiles in place Source: NFPA 101 – Section 11-3.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Floors maintained properly Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Walls maintained properly Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Free from graffiti Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Lighting adequate Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Water fountains operable and appear to be appropriate height for students Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Signage provided (i.e., office, classrooms, restrooms, etc.) Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
All non-public spaces equipped with storeroom function lockset Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Fire exits operable (i.e., not chained, locked, or obstructed) Source: NFPA 101 – Section 11-2.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Exits clearly marked Source: NFPA 101 – Section 11-2.10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Emergency signs/lighting provided and operational Source: NFPA 101 – Section 11-2.9	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Fire extinguishers inspected (annually) and tagged Source: NFPA 10 – Section 7-7.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Electrical panels in public spaces clear (3-feet in front) and easily accessible Source: NFPA 70; NFPA 101 – Section 7-1 (Unlocked and Unobstructed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Surveillance camera present Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	

Staff trained in conducting routine hazard/risk surveys of identified, written list of hazards/risks (i.e., blocked egress windows, propped egress doors, exposed electrical wires) Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Unused/unoccupied areas (unoccupied classrooms) secured Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Section 7. Interior – Classrooms			
Clean and in good state of repair Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Flag displayed in each classroom or other instructional area Source: Public Act 320 of 2011 (MCL 380.1347)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Opportunity for the Pledge of Allegiance to be recited each school day Source: Public Act 321 of 2011 (MCL 380.1347a)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Eye wash station present in lab Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Alcohol-based hand rubs available throughout building Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Adequate storage available for classroom materials Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Egress unobstructed (doors, windows, hallways) Source: NFPA 101 – Section 11.2.11.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Fire/tornado/lockdown procedures and evacuation maps present Source: NFPA 101 – Section 11-7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Adequate HVAC systems operational Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Fresh air intake above grade or fenced off Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Sidewalks outside of egress doors/window are clear Source: NFPA 101 – Section 11-2.2.7	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Section 8. Interior – Restrooms			
Clean floors Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Wash sinks and lavatory appropriate height for students Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Soap, dryer/towels, waste receptacles and toilet paper Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Walls are free from graffiti Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Proper ventilation is evident Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	

Section 9. Interior – Custodial/Maintenance/Utilities Areas			
Floors are clean Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
Rooms are free of flammable/hazardous material Source: NFPA 101 – Section 11-3.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Custodial closet equipped with fire suppression or fire extinguisher Source: NFPA 101 – Section 11-3.2,1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Boiler inspection certificate is current Source: DELEG - Boiler Division	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Pipe insulation is encapsulated [if asbestos plan identifies insulation as asbestos, it should be encapsulated per state approved plan] Source: AHERA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Section 10. Food Service			
Current health department certificate is posted Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Food preparation area is clean Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Plastic gloves and hair nets provided Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Hand washing sink is properly equipped (signage included) Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Cleaning materials are stored properly Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Food storage area is dry, secure, and free from evidence of pests Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
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] Source: MI Dept of Agriculture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Section 11. Drinking Water Safety			
The State [EGLE] recommends five basic steps to ensure healthy drinking water prior to student and staff return: 1. Assess the risk of stagnant water and potential contaminants 2. Thoroughly flush the water system after any extended building closure (i.e., in August, post pandemic) 3. Refresh drinking and food preparation taps immediately prior to the return of students 4. Replace all filter cartridges and maintain water use appliances/devices 5. Test the water for bacteria, lead, and copper Source: EGLE - School Drinking Water Program	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Section 12. Legal Postings			
Calendar of regular board meetings posted and can be read after hours Source: MI Open Meetings Act	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	

<p>IF grades 6-12 are offered AND student identification cards are utilized, the required suicide prevention phone number is printed on the student identification cards, as required.</p> <p>Source: Public Act 211 of 2020 [MCL 380.1893]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>Department of Health and Human Services information materials regarding suicide prevention services, suicide, depression, and anxiety are posted:</p> <ol style="list-style-type: none"> On the school's website homepage; In a conspicuous location in the school counselor's office or the office of any school employee of the school qualified to act in a counseling role as defined under the law; and/or In a conspicuous location in the office of the school principal or chief administrator of the school. <p>Source: Public Act 211 of 2020 [MCL 380.1893] Best Practice</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>Current state and federal employee "Right to Know" labor laws posted</p> <p>Source: MIOSHA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>Chemicals, solvents, cleaners, and strippers in properly marked containers</p> <p>Source: MIOSHA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>MSDS available</p> <p>Source: MIOSHA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>Section 13. Misc. – Management Plans On-Site</p>			
<p>State-approved AHERA Plan and letter is current and available for review</p> <p>Source: AHERA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>Date of the last three-year reinspection: _____</p> <p>Source: AHERA</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>Integrated pest-management policy/plan implemented</p> <p>Source: MI Act 451 Part 83; Integrated Pest Management</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>School safety plan addresses specific metrics, required efforts, frequency, and implementation</p> <p>Source: Section 29.19</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>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.</p> <p>Source: Public Act 12 of 2014</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
<p>School has identified any risks unique to their location (near railroad tracks, farm fields, etc.)</p> <p>Source Best Practice. Local/State Codes may apply; MI Ready Schools Toolkit</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
<p>Emergency response plans developed for any unique risks or hazards identified</p> <p>Source Best Practice. Local/State Codes may apply.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	
<p>Emergency drills have performance metrics</p> <p>Source: Best Practice. Local/State Codes may apply.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	General	

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] Source: NFPA 101 – Section 11-7.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Fire suppression annual inspection record available in kitchen Source: NFPA 10 – Section 6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Section 14. Misc.			
Grades offered at site consistent with charter contract Source: Best Practice. Local/State Codes may apply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Grades served at the building 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 store above level of discharge) Source: NFPA 101	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Section 15. Misc. – Academy Owned Transportation [if applicable]			
Academy-operated transportation available <ul style="list-style-type: none"> • Number of vehicles: _____ • Number of vehicles inspected: _____ 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	N/A	
Safety inspection performed by Michigan State Police as evidenced by inspection reports and approval Source: MCL 257.1839	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
All bus drivers' licenses on-file (regardless if they are employed directly by the school or contracted) Source: MCL 257.1853	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Major	
Fire extinguisher(s) present and certified Source: MCL 257.1825	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
First aid kit available and properly equipped Source: MCL 257.1825	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Critical	
Section 16. Additional Notes [if applicable]			
Section 17. Signatures			

Center Reviewer

Academy Representative

[print name]: _____

[print name]: _____