

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. A final letter to the Board will reflect areas that require corrective action.

Item	In compliance Yes/No <small>[Response Required]</small>	Category ¹	Comment <small>[If an issue/concern is identified – it is to be further explained here]</small>
Section 1. Exterior – Building			
Outside of building is in good repair (windows, bricks, eaves, soffit, roof, etc.) Source: Best Practice. Local/State Codes may apply.		Best Practice	
Windows properly operate with travel limiters and screens Source: Best Practice. Local/State Codes may apply.		Best Practice	
Section 2. Exterior – Grounds			
Sign in place, entrance and parking define by purpose (public, staff, delivery) Source: Best Practice. Local/State Codes may apply.		Best Practice	
Visitor expectations defined and protocol for visitor entry in place with restrictions on travel and sign-in required with ID. Source: Best Practice. Local/State Codes may apply.		Best Practice	
Entry to building ADA compliant Source: Persons with Disabilities Civil Rights Act		Critical	
Flag Displayed Source: Revised School Code: MCL 380.1347		Major	

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Item	In compliance Yes/No [Response Required]	Category ¹	Comment [If an issue/concern is identified – it is to be further explained here]
Site free from litter/graffiti Source: Best Practice. Local/State Codes may apply.		Best Practice	
Landscaping maintained (grass/shrubs/trees trimmed, etc.) Source: Best Practice. Local/State Codes may apply.		Best Practice	
Recreation area available. Source: Best Practice. Local/State Codes may apply.		Best Practice	
Playground area available. Source: Best Practice. Local/State Codes may apply.		Best Practice	
Fire hydrant(s) on school property accessible Source: NFPA 101-Section 7		Major	
Perimeter well-defined (fencing, gates, drives, sidewalks, natural surveillance) Source: Best Practice. Local/State Codes may apply.		Best Practice	
Section 3. Exterior – Parking Areas and Sidewalks			
Lightning provided Source: Best Practice. Local/State Codes may apply.		Best Practice	
Area in good condition and marked Source: Best Practice. Local/State Codes may apply.		Best Practice	
Area free of litter/obstructions Source: Best Practice. Local/State Codes may apply.		Best Practice	
Sidewalks clean/safe Source: Best Practice. Local/State Codes may apply.		Best Practice	
Section 4. Exterior – Garbage and Refuse			
Refuse containers Source: Best Practice. Local/State Codes may apply.		Best Practice	
Receptacles closed Source: Best Practice. Local/State Codes may apply.		Best Practice	

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Receptacles in enclosed area Source: Best Practice. Local/State Codes may apply.		Best Practice	
Receptacles at least 50-feet from building Source: Best Practice. Local/State Codes may apply.		Best Practice	
Litter and pest free Source: Best Practice. Local/State Codes may apply.		Best Practice	
Section 5. Exterior – Ancillary Buildings			
Ancillary buildings locked Source: Best Practice. Local/State Codes may apply.		Best Practice	
Ancillary buildings are properly maintained Source: Best Practice. Local/State Codes may apply.		Best Practice	
Hazardous contents found Source: NFPA 400; NFPA 101-Section 4-2		Major	
Section 6. Interior – Hallways			
Entry floor mats utilized Source: Best Practice. Local/State Codes may apply.		Best Practice	
Hallways free of obstructions Source: NFPA 101 – Section 11-2		Critical	
Student storage available Source: Best Practice. Local/State Codes may apply.		Best Practice	
Any restrictions on carrying backpacks, duffel bags or larger purses Source: Best Practice. Local/State Codes may apply.		Best Practice	
Ceiling integrity intact Source: NFPA 101 – Section 11-3.3		Best Practice	
Floors maintained properly Source: Best Practice. Local/State Codes may apply.		Best Practice	

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Walls maintained properly Source: Best Practice. Local/State Codes may apply.		Best Practice	
Free from graffiti Source: Best Practice. Local/State Codes may apply.		Best Practice	
Lighting adequate Source: Best Practice. Local/State Codes may apply.		Best Practice	
Water fountains operable and appear to be appropriate height for students Source: Best Practice. Local/State Codes may apply.		Best Practice	
Signage provided (i.e., office, classrooms, restrooms, etc.) Source: Best Practice. Local/State Codes may apply.		Best Practice	
All non-public spaces equipped with storeroom function lockset Source: Best Practice. Local/State Codes may apply.		Best Practice	
Fire exits operable (i.e., not chained, locked, or obstructed) Source: NFPA 101 – Section 11-2.2		Critical	
Exits clearly marked Source: NFPA 101 – Section 11-2.10		Major	
Emergency signs/lighting provided, operational and tested Source: NFPA 101 – Section 11-2.9		Major	
Fire extinguishers inspected (annually) and tagged Source: NFPA 10 – Section 7-7.4		Major	
Electrical panels clear (3-feet in front) and easily accessible Source: NFPA 70; NFPA 101 – Section 7-1 (Unlocked and Unobstructed)		Major	

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Surveillance camera present Source: Best Practice. Local/State Codes may apply.		Best Practice	
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.		Best Practice	
Unused/unoccupied areas (unoccupied classrooms) secured Source: Best Practice. Local/State Codes may apply.		Best Practice	
Section 7. Interior – Classrooms			
Clean and in good state of repair Source: Best Practice. Local/State Codes may apply.		Best Practice	
Flag displayed in each classroom or other instructional area Source: Public Act 320 of 2011 (MCL 380.1347)		Major	
Opportunity for the Pledge of Allegiance to be recited each school day Source: Public Act 321 of 2011 (MCL 380.1347a)		Major	
Eye wash station present in lab Source: Best Practice. Local/State Codes may apply.		Best Practice	
Alcohol-based hand rubs available throughout building Source: Best Practice. Local/State Codes may apply.		Best Practice	
Adequate storage available for classroom materials Source: Best Practice. Local/State Codes may apply.		Best Practice	
Is the school sprinkled? <input type="checkbox"/> Yes <input type="checkbox"/> No		N/A	

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Operational fire alarm Source: NFPA 72 3.390.1.3.		Critical	
Egress unobstructed (doors, windows, hallways) Source: NFPA 101 – Section 15.2.11.1.1		Critical	
Fire/tornado/lockdown evacuation maps present and properly oriented Source: NFPA 101 – Section 11-7		Critical	
Fire/tornado/lockdown procedures posted Source: Best Practice. Local/State Codes may apply.		Best Practice	
Adequate HVAC systems operational Source: Best Practice. Local/State Codes may apply.		Best Practice	
Fresh air intake above grade or fenced off Source: Best Practice. Local/State Codes may apply.		Best Practice	
Sidewalks outside of egress doors/window are clear Source: NFPA 101 – Section 11-2.2.7		Critical	
Section 8. Interior – Restrooms			
Clean floors Source: Best Practice. Local/State Codes may apply.		Best Practice	
Wash sinks and lavatory appropriate height for students Source: Best Practice. Local/State Codes may apply.		Best Practice	
Soap, dryer/towels, waste receptacles and toilet paper Source: Best Practice. Local/State Codes may apply.		Best Practice	
Walls are free from graffiti Source: Best Practice. Local/State Codes may apply.		Best Practice	
Proper ventilation is evident Source: Best Practice. Local/State Codes may apply.		Best Practice	

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Section 9. Interior – Custodial/Maintenance/Utility Areas			
Floors are clean Source: Best Practice. Local/State Codes may apply.		Best Practice	
Rooms are free of flammable/hazardous material Source: NFPA 101 – Section 11-3.2		Major	
Custodial closet equipped with fire suppression or fire extinguisher located in closet or within 75 ft of closet. Source: NFPA 101 – Section 8.7.1.1; Section 15.2.5.3.2		Major	
Boiler inspection certificate is current Source: DELEG - Boiler Division		Major	
Pipe insulation is encapsulated [if asbestos plan identifies insulation as asbestos, it should be encapsulated per state approved plan] Source: AHERA		Major	
Section 10. Food Service			
Current health department certificate is posted Source: MI Dept of Agriculture		Major	
Food preparation area is clean Source: MI Dept of Agriculture		Major	
Plastic gloves and hair nets provided Source: MI Dept of Agriculture		Critical	
Hand washing sink is properly equipped (signage included) Source: MI Dept of Agriculture		Critical	
Cleaning materials are stored properly Source: MI Dept of Agriculture		Major	

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Food storage area is dry, secure, and free from evidence of pests and food is NOT stored on the floor Source: MI Dept of Agriculture		Critical	
Milk is stored properly, and temperature logs are being utilized for the refrigerators as a method to immediately detect if there is a problem with the milk/food temperature. Source: MI Dept of Agriculture		Major	
Section 11. Drinking Water Safety			
The State [EGLE] recommends the following 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: Best Practice. Local/State Codes may apply.		Best Practice	
Section 12. Legal Postings			
The calendar of regular board meetings is posted and can be read after hours from outside of the school building. Source: MI Open Meetings Act		Major	

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<p>Effective 01/01/2023: Constitutional and Statutory Texts posted in the following areas and in a manner that is easily accessible by the public:</p> <ul style="list-style-type: none"> • The room or rooms in which the board conducts its meetings; • An office in the school administrative building; and • The principal's or chief administrator's office at each building <p>Source: Revised School Code [MCL 380.10a]</p>		Major	<p>REQUIRED LANGUAGE TO BE POSTED:</p> <p>Section 1 of Article VIII of the Michigan Constitution of 1963: Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.</p> <p>Section 10 of the Revised School Code: It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil's parents and legal guardians to develop the pupil's intellectual capabilities and vocational skills in a safe and positive environment</p> <p>*****</p>
<p>Suicide Prevention Requirements. Are grades 6-12 offered at this building?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES above, does this building utilize student ID cards?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IF YES to grades 6-12 and IF YES to student ID cards, then the law requires that the suicide prevention phone number [Call or text 988] be printed on the student identification cards.</p> <p>Source: Public Act 211 of 2020 [MCL 380.1893]</p> <p>Source: 988 Suicide & Crisis Lifeline and Michigan Crisis & Access Line</p>		Major	

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Additional Suicide Prevention Posting Guidance All schools that offer grades 6 to 12 are <i>encouraged</i> to display the model information regarding suicide prevention services, suicide, depression, and anxiety on or in any of the following: <ol style="list-style-type: none"> 1. On the school's website homepage; 2. 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 3. In a conspicuous location in the office of the school principal or chief administrator of the school. Source: Public Act 211 of 2020 [MCL 380.1893] AKA Save our Students Act		Best Practice	
Current state and federal employee "Right to Know" labor laws posted Source: MIOSHA		Major	
Chemicals, solvents, cleaners, and strippers in properly marked containers Source: MIOSHA		Major	
MSDS available Source: MIOSHA		Major	
Section 13. Management Plans On-Site			
State-approved AHERA Plan and letter is current and available for review Source: AHERA		Major	
Date of the last three-year reinspection: _____ [mmd/dd/yyyy] Source: AHERA		Major	
Integrated pest-management policy/plan implemented Source: MI Act 451 Part 83; Integrated Pest Management		Major	

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School safety plan addresses specific metrics, required efforts, frequency, and implementation Source: Section 29.19		Major	
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. Source: Public Act 12 of 2014		Major	
School has identified any risks unique to their location (near railroad tracks, farm fields, etc.) Source Best Practice. Local/State Codes may apply; MI Ready Schools Toolkit		Best Practice	
Emergency response plans developed for any unique risks or hazards identified Source Best Practice. Local/State Codes may apply.		Best Practice	
Emergency drills have performance metrics Source: Best Practice. Local/State Codes may apply.		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] Source: NFPA 101 – Section 11-7.1		Major	
Fire suppression annual inspection record available in kitchen Source: NFPA 10 – Section 6		Major	
Section 14. Miscellaneous			
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 story above level of discharge) Source: NFPA 101		Major	

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Section 15. Academy-Owned Transportation [if applicable]			
Academy-operated transportation available • Number of vehicles: _____ • Number of vehicles inspected: _____		N/A	
Safety inspection performed by Michigan State Police as evidenced by inspection reports and approval Source: MCL 257.1839		Major	
All bus drivers' licenses on-file (regardless of whether they are employed directly by the school or contracted) Source: MCL 257.1853		Major	
Fire extinguisher(s) present and certified Source: MCL 257.1825		Critical	
First aid kit available and properly equipped Source: MCL 257.1825		Critical	
Additional Notes			
Signatures			

Center Reviewer

[Print Name]: _____

Academy Representative

[Print Name]: _____

A copy of this report has been provided to the Academy Representative at the time of the review. Formal correspondence from the Center to the Academy Board will follow within 30-60 days.

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