

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	Reviewed ✓	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 in good repair (bricks, eaves, soffit, roof, etc.) Source: Best Practice. Local/State Codes may apply.		General	
Windows clean and free of damage Source: Best Practice. Local/State Codes may apply.		General	
Screens in windows Source: Best Practice. Local/State Codes may apply.		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.		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.

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.		General	
Entry to building ADA compliant Source: Persons with Disabilities Civil Rights Act		Critical	
Flag Displayed Source: Revised School Code: MCL 380.1347		Major	
Site free from litter/graffiti Source: Best Practice. Local/State Codes may apply.		General	
Landscaping maintained (grass/shrubs/trees trimmed, etc.) Source: Best Practice. Local/State Codes may apply.		General	
Recreation area available. Source: Best Practice. Local/State Codes may apply.		General	
Playground area available. Source: Best Practice. Local/State Codes may apply.		General	
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.		General	
Section 3. Exterior – Parking Areas and Sidewalks			
Lightning provided Source: Best Practice. Local/State Codes may apply.		General	
Area in good condition and marked Source: Best Practice. Local/State Codes may apply.		General	
Area free of litter/obstructions Source: Best Practice. Local/State Codes may apply.		General	

Sidewalks clean/safe Source: Best Practice. Local/State Codes may apply.		General	
Section 4. Exterior – Garbage and Refuse			
Refuse containers Source: Best Practice. Local/State Codes may apply.		General	
Receptacles closed Source: Best Practice. Local/State Codes may apply.		General	
Receptacles in enclosed area Source: Best Practice. Local/State Codes may apply.		General	
Receptacles at least 50-feet from building Source: Best Practice. Local/State Codes may apply.		General	
Clean and litter free Source: Best Practice. Local/State Codes may apply.		General	
Free from evidence of insects Source: Best Practice. Local/State Codes may apply.		General	
Section 5. Exterior – Ancillary Building			
Ancillary buildings locked Source: Best Practice. Local/State Codes may apply.		General	
Ancillary buildings are properly maintained Source: Best Practice. Local/State Codes may apply.		General	
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.		General	
Hallways free of obstructions Source: NFPA 101 – Section 11-2		Critical	

Student storage available Source: Best Practice. Local/State Codes may apply.		General	
Any restrictions on carrying backpacks, duffel bags or larger purses Source: Best Practice. Local/State Codes may apply.		General	
Ceiling integrity intact Source: NFPA 101 – Section 11-3.3		General	
All ceiling tiles in place Source: NFPA 101 – Section 11-3.3		General	
Floors maintained properly Source: Best Practice. Local/State Codes may apply.		General	
Walls maintained properly Source: Best Practice. Local/State Codes may apply.		General	
Free from graffiti Source: Best Practice. Local/State Codes may apply.		General	
Lighting adequate Source: Best Practice. Local/State Codes may apply.		General	
Water fountains operable and appear to be appropriate height for students Source: Best Practice. Local/State Codes may apply.		General	
Signage provided (i.e., office, classrooms, restrooms, etc.) Source: Best Practice. Local/State Codes may apply.		General	
All non-public spaces equipped with storeroom function lockset Source: Best Practice. Local/State Codes may apply.		General	
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 and operational 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	
Surveillance camera present Source: Best Practice. Local/State Codes may apply.		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.		General	
Unused/unoccupied areas (unoccupied classrooms) secured Source: Best Practice. Local/State Codes may apply.		General	
Section 7. Interior – Classrooms			
Clean and in good state of repair Source: Best Practice. Local/State Codes may apply.		General	
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.		General	
Alcohol-based hand rubs available throughout building Source: Best Practice. Local/State Codes may apply.		General	
Adequate storage available for classroom materials Source: Best Practice. Local/State Codes may apply.		General	

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 present Source: Best Practice. Local/State Codes may apply.		General	
Adequate HVAC systems operational Source: Best Practice. Local/State Codes may apply.		General	
Fresh air intake above grade or fenced off Source: Best Practice. Local/State Codes may apply.		General	
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.		General	
Wash sinks and lavatory appropriate height for students Source: Best Practice. Local/State Codes may apply.		General	
Soap, dyer/towels, waste receptacles and toilet paper Source: Best Practice. Local/State Codes may apply.		General	
Walls are free from graffiti Source: Best Practice. Local/State Codes may apply.		General	
Proper ventilation is evident Source: Best Practice. Local/State Codes may apply.		General	
Section 9. Interior – Custodial/Maintenance/Utilities Areas			
Floors are clean Source: Best Practice. Local/State Codes may apply.		General	
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	
Food storage area is dry, secure, and free from evidence of pests 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			
<p>The State [EGLE] recommends five basic steps to ensure healthy drinking water prior to student and staff return:</p> <ol style="list-style-type: none"> 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 <p>Source: Best Practice. Local/State Codes may apply.</p>		General	
Section 12. Legal Postings			
<p>Calendar of regular board meetings posted and can be read after hours from outside of the school building.</p> <p>Source: MI Open Meetings Act</p>		Major	
<p>Suicide Prevention Requirements.</p> <p>Are grades 6-12 offered at this building?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If YES above, does this building utilize student identification cards?</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>IF YES to grades 6-12 and IF YES to student identification cards being utilized, then the law requires that the suicide prevention phone number be printed on the student identification cards.</p> <p>Source: Public Act 211 of 2020 [MCL 380.1893]</p>		Major	
<p>Additional Suicide Prevention Requirements.</p> <p>Regardless of the grade levels offered, 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"> 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. <p>Source: Public Act 211 of 2020 [MCL 380.1893] AKA Save our Students Act</p>		Major	

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. Misc. – 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: _____ Source: AHERA		Major	
Integrated pest-management policy/plan implemented Source: MI Act 451 Part 83 ; Integrated Pest Management		Major	
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		General	
Emergency response plans developed for any unique risks or hazards identified Source Best Practice. Local/State Codes may apply.		General	

Emergency drills have performance metrics Source: Best Practice. Local/State Codes may apply.		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		Major	
Fire suppression annual inspection record available in kitchen Source: NFPA 10 – Section 6		Major	
Section 14. Misc.			
Grades offered at site consistent with charter contract Source: Best Practice. Local/State Codes may apply.		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 story above level of discharge) Source: NFPA 101		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: _____ 		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	

Section 16. Additional Notes [if applicable]

Section 17. Signatures

Center Reviewer

[print name]: _____

Academy Representative

[print name]: _____