

Stairwells/Staircases Inspection Form

School:	Date:
Inspected By:	

Risk Level: 1. High 2. Medium 3. Low

Refer to Inspection Form Information for specific detail.					
Check the Following	Satisfactory	Unsatisfactory	*Risk Level 1,2,3.	Comment (If additional space is required, attach information to this document)	Corrective Action (Record work order No. if submitted)
Flooring					
Lighting					
Handrails					
Landings					
Stairway Lifts (if present)					
Movement Protocols					
Housekeeping					
• Cleanliness					
• Ceiling Tiles					
• Walls					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

Principal Review and Sign Off		
Name:	Signature:	Date:

Principal / Vice Principal (circle one)

- NOTE:** Management Review and Sign Off must be at least one level higher than the person completing the inspection.

Stairwells/Staircases Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from broken or chipped stair treads.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate.

Handrails

- Intact and secure.

Landings

- Free from obstructions or materials that would create a hazard or impede evacuation.

Stairway Lifts (if present)

- In good working order.
- Inspected on a regular basis.

Movement Protocols

- During high traffic times, there are established protocols for how students, employees and volunteers are to move up and down stairs. (as determined by Principal)

Housekeeping

- Cleanliness
 - No obvious hygiene problems.
- Ceiling Tiles
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Walls
 - Only 40% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/white boards secure on walls.
 - Free of damage that may be creating a hazard.

Other

- Please include any additional items as required.