

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development  
**Subject:** Monthly Safety Inspection Report  
**Revised:** August, 2001; February 2010

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## **REGULATION REFERENCE:**

State Fire Marshal's office (memo dated 7-26-01)

## **POLICY:**

Center Staff will conduct and document a safety inspection of fire extinguishers, smoke detectors, the fire alarm panel, exit lights, and emergency lights each month.

## **PROCEDURES:**

1. Each month the center staff will inspect the fire extinguishers, smoke detectors, fire alarm panel, exit lights, and emergency lights.
2. The "The Monthly Safety Inspection Report" (see next page) will be completed listing the following information for each inspected item:
  - Date of Inspection
  - Person Conducting Inspection
  - Comments or Problems Noted
  - If problem noted (above), document action taken, by whom and date corrected
3. The completed reports will be kept in a file in each classroom and made available to the State Fire Marshal upon request.
4. A copy of the most current completed form will be posted with the Fire/Tornado Drill Schedule on the Teacher's Bulletin Board. This report will remain posted on classroom bulleting board during the summer months when center is closed for Fire Marshall's inspection if needed.

# SOUTHWEST HRA HEAD START MONTHLY SAFETY INSPECTION REPORT

Center \_\_\_\_\_ Teacher \_\_\_\_\_

Information Needed	Fire Extinguisher	Smoke Detector	Fire Alarm Panel	Exit Lights	Emergency Lights
Date of Inspection					
Person Conducting Inspection					
Comments or Problems Noted					
If problem noted (above), document action taken, by whom and date corrected					

All Reports must be kept in a file in each classroom for State Fire Marshall inspection. The most current Report must be posted on the Teacher's Bulletin Board with the Fire/Tornado Drill Schedule.