



CAMPUS READINESS INSPECTION FORM

The primary goals of this program are to ensure Campus Readiness & insure that an actively occupied campus is safe and sound for the building occupants, i.e. Students, Staff & Pedestrians, to freely move about the campus and remain informed of and 100% separated from active construction activities & work areas.

Job-site Location:		
Person Conducting Inspection:		
*Date that building occupants arrive:	Inspection Date:	Inspection Time:

*** Inspection form must be completed prior to the date that the building occupants arrive. Submit to manger for review prior to building occupant's arrival.**

Column: A= Adequate B= Inadequate N/A = Not Applicable

Inspection Items:	A	B	N/A	REMARKS
Appropriate Barricades are installed to prevent non-construction personnel to work area.				
Proper signage displayed near the temporary barricades.				
Access to school facility clean, orderly, and safe. Construction debris, trash & materials are 100% cleaned up and out of sight.				
All stair cases & ramps, new or temporary, have proper hand and guard rails installed.				
Critical systems including air conditioning systems, water systems, life safety and electrical systems functional.				
Laydown and Staging areas neat and orderly. Temp construction fencing is straight and plumb. Fence screen is securely attached and presentable. Lawn around staging area is mowed.				
Travel ways, access, emergency exits, and egress points, maintained clear of obstructions & clearly marked with signage.				
Proper Traffic Control barricades & signed installed at road work or parking areas where construction work is being conducted.				
Trash Dumpsters maintained & secured inside fenced area.				
Excavations, Trenches properly barricaded & have signage.				
All floor holes and openings into which persons can accidentally walk or fall through are guarded by a physical barrier or cover, secured and labeled.				
Heavy Equipment inside a fenced area and properly secured to properly prevent unauthorized access.				
Hydraulic Booms and/or Cranes not suspended over playgrounds or occupied areas.				
All other Construction work areas, equipment or materials are kept segregated from building occupants.				

For successful execution, the basic steps in establishing a consistent approach to this form are to:

Inspect → Respond → Communicate → Follow up