

Facility Planning Resources for Texas Public Schools

SCIENCE SAFETY CHECKLIST

Web Site Source: http://www.tenet.edu/teks/science/stacks/safety/facilities_manual.html

The science facilities in your school should be checked annually to ensure a safe learning environment for you and your students. A copy of the Science Facility and Safety Checklist should be filed with the building principal and district science coordinator so that appropriate action can be taken to correct any problem. *Notification should be made in writing if a hazard is identified that could jeopardize the safety of an individual.*

	RM#	RM#	RM#	Comments
Communication System				
• Intercom system available				
• Telephone accessible and nearby				
• General fire alarm system functioning for entire building				
• Fire-drill instructions posted in each room				
• Emergency lights available in rooms without exterior windows				
Personal Protection				
<i>Emergency Showers</i>				
• Shower (ADA compliant) present in chemistry laboratory rooms				
• Shower unobstructed				
• Valve handle functional				
• Floor drain present				
<i>Eye/Face Wash Stations</i>				
• Available in all laboratory rooms (5% ADA compliant)				
• Stations marked clearly with a sign				
• Provides simultaneous tepid (60–90 o F) water treatment to both eyes				
• Stations flushed for five minutes each week				
<i>Protective Clothing</i>				
• Laboratory aprons or coats available for each student				
• Gloves (acid resistant and heat resistant) available				

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<i>Safety Goggles</i>				
• Approved ANSI safety goggles available for each student and teacher				
• Materials available for disinfecting goggles after their use				
• Face shields available when appropriate				
<i>First Aid</i>				
• Kits available in each laboratory room				
• Kits clearly marked and visible				
• Kits checked on a regular basis and supplies replenished				
• Located near a sink				
Chemical Storage Room				
<i>Combination BC Fire Extinguisher (flammable liquids & electrical)</i>				
• Extinguisher located in room where chemicals are stored				
• Fire extinguisher properly charged, checked quarterly, safety seal intact				
• Located near exit, clearly visible, and marked with a sign				
Class D Fire Extinguisher (flammable solids)				
• Extinguisher properly charged				
• Extinguisher in rooms using metals (sodium, potassium)				
<i>Fire Blankets</i>				
• Standard fireproof blanket in each chemical storage room				
• Blankets located at eye level, clearly visible, and marked with a sign				
<i>Fire or Emergency Exits</i>				
• Two emergency exits; visible sign marking exits				
• Emergency exits unobstructed and unlocked to traffic moving out of the room				
<i>Other Fire Protection</i>				
• Exit signs clearly visible				
• Emergency lights available in rooms without exterior windows				
• General fire-alarm system functioning for building				

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• Fire-drill procedures posted in storage rooms				
• 4- to 9-liter container of dry sand or absorbant clay (cat litter)				
• Utility carts available to transport chemicals				
<i>Ventilation</i>				
• Six air changes per hour				
Preparation and Equipment Storage Rooms				
<i>General Storage Requirements</i>				
• Combination BC extinguisher in preparatory rooms				
• Work surface of nonporous chemical-resistant materials				
• Large sink with hot water available				
• Emergency shower accessible				
• Material Safety Data Sheets (MSDS) available				
• Room well lighted and clutter-free				
• Space to store chemicals				
• Chemical waste container and broken glass container available				
• Two emergency exits, with locks on doors				
• Smoke detectors present				
• Refrigerator marked "For Chemical Storage Only—No Food Allowed"				
• Adequate storage space (15 square feet per student)				
• Ventilation—six air changes per hour				
Laboratory Work Stations				
• Number of students does not exceed the number of work stations				
• Work surfaces nonporous and chemical resistant				
• At least one work station that is ADA compliant				
<i>Master Utility Controls</i>				
• Natural gas shut-off valve present, labeled with room identification				

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• Electrical shut-off valve present, labeled with room identification				
• Water shut-off valve present, labeled with room identification				
<i>Fume Hood</i>				
• Located in rooms where hazardous chemicals are used (ADA compliant)				
• Not used for storage				
• Correct air movement provided at hood face				
• Vented to outside above roof level away from intake vent				
• Located away from doors and windows				
<i>Spill Control Kits</i>				
• Chemical spill kits available				
• 4- to 9-liter container of dry sand or absorbent clay (cat litter)				
<i>Sinks</i>				
• One available for every 4 students (15" x 15" minimum size)				
• One equipped with hot water				
• 5% of sinks ADA compliant				
<i>Ventilation</i>				
• Forced floor to ceiling				
• Six air changes per hour				
• Emergency exhaust fan available				
<i>General Safety Requirements</i>				
• 40 square feet of space per student for elementary schools; 45 square feet of space per student for middle and high schools				
• Safety rules posted and visible				
• Space available for chemical storage				
• Material Safety Data Sheets (MSDS) readily accessible				
• Broken glass container present				
• Two emergency exits in laboratory rooms larger than 1000 square feet				
• Safety and exit signs posted and visible				

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• Room not cluttered; movement in work area unobstructed				
<i>Fire Protection</i>				
• Type ABC (dry chemical) fire extinguisher located by exit				
• Class D (flammable solids) available in rooms using metals				
• Extinguishers properly charged, checked quarterly, and marked with a sign				
• Fireproof blanket available, located at eye level, and marked with a sign				
Laboratory and Chemical and Equipment Storage Rooms				
Electrical System				
• Electrical outlets equipped with ground fault circuit interrupter (GFCI)				
• Sufficient electrical outlets to eliminate extension cords				
• Electrical outlets located away from water source (faucets, sinks)				
• Electrical system equipped with accessible circuit breaker box				
• Circuit breakers identified by area or item controlled				