



**DIVISION OF K-12  
EDUCATION INNOVATION  
AND SCHOLAR SUCCESS**

GRAND VALLEY STATE UNIVERSITY®

**SCHOOL BUILDING FACILITY REVIEWS**

**SCHOOL SAFETY CHECKLIST**

*This checklist is designed to help support a safe building for staff and students. This is not an all-inclusive list; additional building specific safety practices may be recommended.*

Exterior building doors are locked and numbered/identifiable

Clearly defined visitor check-in process; signage directing visitors, process to identify visitors before entering (cameras, buzzer, etc.), identifier signaling the visitor has been checked in (ID badge, sticker, lanyard, etc.)

Security cameras are functional and monitored

Central communication system used (PA system, etc.) to relay important information to all staff and students at once

Clear directional signage (office, classrooms, restrooms, etc.)

Hallways are free of obstructions

Interior doors locked

Fire exits operable; egress doors/windows are not blocked and sidewalks outside egress are clear

Emergency exits are clearly marked and lit

Evacuation routes are posted and properly oriented in all spaces with students and staff

Emergency drills are practiced

Fire alarm is operational and tested during drills

Fire extinguishers inspected annually and tagged

Boiler is unobstructed and separate from flammable materials

School has an emergency response team

Electrical panels in public spaces are clear and easily accessible

Hazardous chemicals and cleaners are labeled and secured

All students are under adult supervision

Medical equipment (Sharps Container, EpiPens, AEDs) on-site and staff members have been trained to administer, if needed

Building is generally well maintained, clean, and in good repair

Playground and outside spaces used by students are secure (fence, gates), maintained, and staffed when students are present

School bus and student drop-off/pick-up areas are well-lit and marked with an established monitoring process

Building exterior and parking lot are well-maintained

Fire hydrant(s) on school property are accessible

Outdoor athletic areas are maintained and secured; bleachers inspected annually (if applicable)

Ancillary buildings are locked and maintained



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<b>LEGALLY REQUIRED CHECKLIST</b> <i>This checklist is designed to help ensure the school building is legally compliant with applicable school facility requirements. This is not an all-inclusive list.</i>	<b>REFERENCE</b>
GVSU listed on signage (required for all new signs after July 1, 2025)	<a href="#">MCL 280.503g</a>
Flag displayed on school grounds and in classrooms	<a href="#">MCL 308.1347</a>
Opportunity for the Pledge of Allegiance to be recited each school day	<a href="#">MCL 308.1347a</a>
Building is ADA compliant (entry access, bathrooms, 2-story building has operational elevator)	<a href="#">ADA</a>
Board meeting calendar posted	<a href="#">Open Mtgs Act</a>
Sec 1 of Article VIII of the MI Constitution posted in board mtg room and admin offices	<a href="#">MCL 380.10a</a>
Suicide Prevention hotline on the back of students ID cards (6-12 grades only)	<a href="#">MCL 380.1893</a>
Water filling stations available (1 station/100 students required by July 1, 2026)	<a href="#">Filter First</a>
<a href="#">Integrated Pest Management Program</a>	<a href="#">MCL 324.8316</a>
If food is prepared onsite- current health department certificate is posted in kitchen area	<a href="#">MI Dept of Ag</a>
AHERA letter is current and available for review; date of last 3-year inspection (if applicable):	<a href="#">MI Dept of LEO</a>
Elevator operational, maintained, and inspected annually	<a href="#">MI Dept of LEO</a>
Bus Transportation: Safety inspection performed by MI State Police	<a href="#">MCL 257.1839</a>
Bus Transportation: Fire extinguishers present and certified, first aid kit present	<a href="#">MCL 257.1825</a>