

School Inspection Checklists

These checklists are found on the Tuolumne JPA website at:

www.tuolumnejpa.org

View and Edit questions:

You may scroll through the various question types (which are the areas to be inspected) by clicking on the arrows next to the box. You can just type over the text in the various questions in the boxes below the name of the area, or you can go to the end of the list and add new questions. You will have to number the questions yourself because the program does not do the numbering for you.

You can add a new area by clicking on the right arrow next to the top box (the one that contains the name of the area) until you get to a blank box. Then just type in the area you would like to add, and begin typing questions in the boxes underneath it.

Generate Checklists:

This is a list of the various areas for which there are checklists. You can print a checklist by placing a checkmark in the box next to the area name (by clicking on it). You can click on as many areas as you want, and the program will print them all together. For example, you may wish to combine the classroom checklist with the general safety checklist. Place a checkmark next to both of those areas only, and click the preview button to see the checklist. Both lists fit on two pages. Then you can print it. You can print all the checklists you need and then run copies as you need them, or you can generate a checklist each time you need it.

How to Use these Checklists:

Your IIPP has a section that requires scheduled inspections. These checklists should be used to fulfill the requirements of that regulation. Some IIPP's specify who will do these inspections. Set up your IIPP so that the people that use the area perform the inspection. For example, some of the JPA's districts have IIPP's that require 2 inspections per year of classrooms. Give the checklist to the teacher of each classroom at the beginning and the end of the year. Use the Site Summary Form to record all of the inspections that were done during that year, as well as the repairs that were made as a result of the findings of the inspections. You should be able to use teachers, office managers, kitchen managers, custodians, supervisors, and maybe once a year, a principal.

This program makes these checklists completely flexible. If a checklist does not reflect exactly the contents of an area, it is quite simple to change the checklist. In addition, there is another checklist on the website called "Audit Checklist" that is geared toward maintenance and transportation shops.

Feel free to contact me if you would like more help in using these checklists.

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