

Preventative maintenance can help you identify problems and solutions that exist in your facilities in order for a safe and secure learning environment.

Get organized: Establish a timeframe for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. Invite people from your local law enforcement and responders to assist in identifying code issues, developing solutions for removing these barriers, and setting priorities for implementing improvements.

Use floor plans: Building floor plans can help you with your survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

Conduct the survey: Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel tape measure. Here are a few of the questions a site assessment can help you answer:

1. Is there uncontrolled access anywhere in your facility?
2. Are any doors wedged or propped open?
3. Can your keys be easily duplicated at a hardware store or locksmith shop?
4. What kind of data management do you use to protect your key system?
5. Have door knobs been replaced with lever handles to accommodate people with disabilities?
6. Are exit devices well maintained and functioning properly?
7. Do hinges have non-removable pins for out-swinging exterior doors?
8. Do doors close and latch every time in all weather conditions?
9. Are locksets with lever trim exposed in an area where they can be vandalized?

Summarize issues and solutions: List issues found and ideas for improvement. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors, vendors, and equipment suppliers to estimate the costs for making the proposed modifications.

Make decisions and set priorities: Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider alternative methods for providing access.

Maintain documentation: Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

Make changes: Implement changes as planned. Instead of replacing like for like, make sure that you have reviewed total solutions in the market today that can help you meet code requirements and keep your school safe before making any access improvements. For larger projects, create a long term plan on migrating your facility to new technologies.

Follow up: Review your implementation plan each year to re-evaluate whether more improvements have become readily achievable.