Ohio Department of Health  
School Information  
School Environmental Health and Safety Inspection

For the purpose of receiving copies of the inspection report, the administrator of each school building shall provide to the sanitarian, at or before the time of inspection, a list of contact names and addresses for the following:

Name of school | School district
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☐ Principal  ☐ Chief administrator  ☐ Governing authority

Name | E-mail | Phone
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Administrator responsible for facility operations and maintenance

Name | E-mail | Phone
---|---|---

Superintendent

Name | E-mail | Phone
---|---|---

Board of education (Secretary)

Name | E-mail | Phone
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How would you like to receive quarterly transmittals of dangerous products or conditions? (Please check only one option)

☐ Electronic mail  ☐ Facsimile  ☐ US Post

E-mail address | Fax number | Name | Address
---|---|---|---

Items sanitarian will need as they inspect your school

☐ Floor plan of school  ☐ Documentation of monthly inspections of emergency showers and eyewash stations
☐ Evidence of annual inspection of bleachers, grandstands and folding or telescopic seating  ☐ Diagram showing location of acid neutralization tank and evidence of annual inspection
☐ MSDS files in office and at location of use  ☐ Roof inspection form(s)
☐ Evidence of annual inspection of fume hoods and local exhaust systems  ☐ Roof diagram
☐ Chemical inventory lists in chemical storage areas  ☐ Completed transmittal forms for dangerous or recalled products
☐ Other documents requested by sanitarian  ☐ Policies/Procedures
☐ Bus/Vehicle idling  ☐ Hand washing
☐ Radon  ☐ Integrated pest management
☐ Asbestos management  ☐ Water line flushing
☐ Safety/Crisis management  ☐ Chemical hygiene plan
☐ Blood-borne pathogens  ☐ Comprehensive safety plan
☐ Medication storage  ☐

Note: Please return this form to your local health district. Health districts may notify you of date and time of inspection if they would like to have a staff person to accompany them during inspection.