

School Pre-Opening Checklist

Use this checklist as a guide to help prepare for your final pre-opening inspection. Not all items may apply to your project.

General

- ☐ In your building commissioning report, show you meet these ventilation requirements:

Room type	Airflow Cubic feet per minute (cfm) per person
Kindergarten–2 nd grade	15
3 rd –12 th grade	13
Science	17
Art	19
Career and technical education (CTE)	19
Weight room	26

Refer to ASHRAE Standard 62.1 for other specialty area requirements.

- ☐ Turn on and balance the heating ventilation and air conditioning (HVAC) system.
- ☐ Make sure bathrooms and custodial closets have negative air pressure.
- ☐ Provide exhaust ventilation for 3D printers.
- ☐ Provide exhaust ventilation for printers/copiers/laminators and other equipment that produce volatile organic compounds (VOCs).
- ☐ Provide 30-foot candles of light at all desks/work surfaces in classrooms/libraries/study rooms.
- ☐ Provide 10-foot candles of light in all hallways.
- ☐ Background noise levels are 45 dBA or lower in all classrooms.
- ☐ Anchor all bookcases/shelving over 4 feet high.
- ☐ Make sure outlets within 6 feet of a water source are protected by ground fault circuit interruption (GFCI).
- ☐ Make sure upper story windows don't open greater than 4 inches.
- ☐ Provide window coverings.
- ☐ Install door sweeps on all exterior doors.
- ☐ Provide walk off mats at all entryways.
- ☐ Make sure temperature is at least 65°F in all rooms and hallways.

Health room

- ☐ Make sure room has negative air pressure to surrounding rooms.
- ☐ Provide locking storage for medications.

Bathrooms

- ☐ Make sure room has negative air pressure to surrounding rooms.
- ☐ Provide 10-foot candles of light in all bathrooms.
- ☐ Stock handwash sinks with soap and paper towels.
- ☐ Make sure handwash sinks provide hot water between 90–120°F.
- ☐ Make sure self-closing faucets provide at least 10 seconds of continuous water flow.
- ☐ Provide sanitary napkin bins in girls bathrooms.

Gym

- ☐ Provide 20-foot candles of light in all gyms/locker rooms.
- ☐ Provide wall pads behind basketball hoops.
- ☐ Make sure showers provide hot water between 100–120°F.
- ☐ Make sure temperature is at least 60°F.

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Specialty classrooms

- ☐ Make sure rooms have negative air pressure to surrounding rooms.
 - ☐ Make sure on-demand ventilation (for science labs) is functional.
 - ☐ Provide exhaust ventilation for all kilns.
 - ☐ Make sure sawdust collection system:
 - Is installed/connected to equipment.
 - Operates at 65 dBA or lower.
 - ☐ Provide 50-foot candles of light at all desks/work surfaces in special instruction areas, including chemical storage areas.
 - ☐ Make sure emergency eyewash station:
 - Is installed as required.
 - Provides water flow of 0.4 gallons per minute for 15 minutes.
 - Has tepid water 60–100°F.
 - Has eyewash caps that are easily dislodged when activated.
 - Requires only 1-step activation.
 - Is drained to allow for easy testing.
 - ☐ Make sure emergency shower:
 - Is installed as required.
 - Provides water flow of 20 gallons per minute for 15 minutes.
 - Has tepid water 60–100°F.
 - Requires only 1-step activation.
 - Is drained to allow for easy testing.
- Note: A bucket/trash can is required to test the shower during the pre-opening.*
- ☐ Make sure fume hood:
 - Is installed as required.
 - Is calibrated to provide at least 60 linear feet per minute with the sash at 12 inches.
 - Has documentation of testing.
 - ☐ Make sure flammables cabinet:
 - Is installed as required.
 - Has doors that self-close and self-latch.
 - ☐ Make sure chemical storeroom has:
 - Earthquake lips installed on shelving for chemicals.
 - A door that self-closes and locks.
 - A door with a fire rating of at least 1 hour.
 - ☐ Make sure emergency shut-off switches (electrical/gas) are installed, labeled, and functional.
 - ☐ Provide first aid kit.
 - ☐ Provide spill clean-up kit.
 - ☐ Install nonslip flooring within the operator use zones of shop equipment.
 - ☐ Provide safety zones around all shop equipment. Recommend at least 2-foot zone.
 - ☐ Post shop safety rules.
 - ☐ Post shop equipment operating instructions/safety reminder signs.
 - ☐ Provide fire extinguishers/fire blankets.

Questions?

Contact communitysafety@tpchd.org or (253) 649-1713.