Use the following questions to think about ways of increasing safety and security in your school. For more information, see Mitigating Hazards in School Facilities, [http://www.ncef.org/safeschools/index.cfm](http://www.ncef.org/safeschools/index.cfm).

<table>
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<tr>
<th>Room No</th>
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<th>Date</th>
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### 1. Art Rooms

- Do faculty have a clear view of the entire art room area, including the kiln room entry?
  - Yes □  No □  Not applicable □  Further study □  
  
  **Note:**

- Are electrical outlets protected by ground fault circuit interrupters (GFCIs) to guard against electrical shock?
  - Yes □  No □  Not applicable □  Further study □  
  
  **Note:**

- Are kilns located in separate rooms with adequate exhaust fans or ducts that vent directly to the outside?
  - Yes □  No □  Not applicable □  Further study □  
  
  **Note:**

- Do kiln rooms contain stored goods other than clay products? Only clay products should be allowed.
  - Yes □  No □  Not applicable □  Further study □  
  
  **Note:**

- Does the kiln room wall or door contain a view window so faculty can observe activities within?
  - Yes □  No □  Not applicable □  Further study □  
  
  **Note:**

- Is there proper ventilation in areas where spraying, kiln firing, or photographic developing takes place?
  - Yes □  No □  Not applicable □  Further study □  

  **Note:**

- If photography is included, is there a lockable room for storing valuable equipment and hazardous supplies? Is the room alarmed?
  - Yes □  No □  Not applicable □  Further study □  

  **Note:**

### 2. Music Rooms

- Do faculty have a clear view of the entire music room area, including practice and storage room entries?
  - Yes □  No □  Not applicable □  Further study □  

  **Note:**

- Are there lockable rooms for storing equipment and instruments?
  - Yes □  No □  Not applicable □  Further study □  

  **Note:**

- Does the music room have an alarm system to deter breaking and entering?
  - Yes □  No □  Not applicable □  Further study □  

  **Note:**
If there are risers or raised platforms for choral singing, are they safe?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note:

Are windows in practice rooms burglar resistant or alarmed?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note:

■ Are mirrors in the dance room shatterproof?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note:

Additional notes and comments:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

3. Dance Room

■ Do faculty have a clear view of the entire dance room area?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note:

■ Is there a lockable room for storing music equipment?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note:

■ If there are dressing rooms, are they safe and easily supervised?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note:

■ Does the dance room have a suspended wood floor or resilient floor covering system that reduces impact injuries?
☐ Yes  ☐ No  ☐ Not applicable  ☐ Further study
Note: