

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS

Survey & Inspection of the Physical Infrastructure of Schools

PART A : SCHOOL BUILDINGS

Name of School: _____

Boys/Girls/Co-Ed.: _____ Running classes up to Grade: _____

Date of Verification: _____

No. of departments and distribution of sections, student population and staff:

		Dept. 1	Dept. 2	Dept. 3	Dept. 4	
Name of Department		Main				
Year of Construction						
Purpose built/converted						
Owned/Rented						
Any construction/extension works in progress						
Sections Accommodated <i>(sections to be specified)</i>						Total
Student Population	Boys					
	Girls					
<i>Total no. of Students Dept-wise</i>						
Staff Size	Admin.					
	Teaching					
	N-teaching					
Total Staff						
<i>No. of Academic and Recreational Facilities Dept-wise</i>						

A. SCHOOL BUILDINGS - survey of authorized buildings.

NOTE: School premises situated in or over any go-down, shop, store or factory are not authorized.

(Pls. tick no. of blocks and floors in each dept.)

DEPT. 1 (Main) - ADDRESS:.....

MAIN DEPT.	GROUND FLOOR	1 ST FLOOR	2 ND FLOOR	3 RD FLOOR	4 TH FLOOR	REMARKS
BLOCK A						
BLOCK B						
BLOCK C						
BLOCK D						
BLOCK E						
BLOCK F						
BLOCK G						
BLOCK H						

DEPT. 2 - ADDRESS:.....

	GROUND FLOOR	1 ST FLOOR	2 ND FLOOR	3 RD FLOOR	4 TH FLOOR	REMARKS
BLOCK A						
BLOCK B						
BLOCK C						
BLOCK D						

DEPT. 3 - ADDRESS:.....

	GROUND FLOOR	1 ST FLOOR	2 ND FLOOR	3 RD FLOOR	4 TH FLOOR	REMARKS
BLOCK A						
BLOCK B						
BLOCK C						
BLOCK D						

DEPT. 4 - ADDRESS:.....

	GROUND FLOOR	1 ST FLOOR	2 ND FLOOR	3 RD FLOOR	4 TH FLOOR	REMARKS
BLOCK A						
BLOCK B						
BLOCK C						
BLOCK D						

REMARKS *(other existing structures on the premises – separate toilet block/canteen/gymnasium/stores – unused /unauthorized buildings or floors etc.)*

.....

.....

.....

.....

.....

.....

.....

.....

SCHOOL BUILDINGS – conditions of authorized buildings department-wise. DEPT: _____

(Separate sheets to be used for each department wherever there is more than one department)

S.N	REQUIREMENT	Availability/ General observation	Specific Problem/s Identified and location	Recommended Remedial action	Marks	Score
1.	Structural Soundness Certificate available.	Date issued:			30	
2.	Valid Fire Certificate available for all buildings. <ul style="list-style-type: none"> • Emergency doors wherever required • Fire extinguishers wherever required • Emergency exit signs • Fire alarm system operational • No sign of fire hazard 	Expiry Date:			30 20 20 10 10 20	
3.	Electrical Safety Certificate available. <ul style="list-style-type: none"> • Main switch • ELCB • Electrical fittings & switches in good conditions • No damaged/ dangling electrical wires 	Date issued:			10 20 30 20 30	
4.	Partitions <ul style="list-style-type: none"> • Block wall or wooden thick/ double panel • Full-length • Good condition 				30 20 10	
5.	Ceilings, Walls, Beams & Columns <ul style="list-style-type: none"> • No visible cracks • No spalling concrete • No exposed steel bars • No signs of water leakage 				10 20 30 30	
6.	Paintwork <ul style="list-style-type: none"> • All surfaces painted • No defaced surfaces and flaking paint 				30 20	

7.	Orientation signs				20	
8.	Notice Board				20	
9.	i) Easy Access ii) Doorways on ground floor allow access to wheelchairs iii) Ramps on G-floor				20 20 20	
10.	Cleanliness <ul style="list-style-type: none"> • Rooms • Staircases • Corridors • Walls 				10 10 10 10	
11.	Rooms & work areas <ul style="list-style-type: none"> • Numbered and labelled • Well-ventilated • Well-lighted 				20 30 30	
12.	Flooring throughout the building <ul style="list-style-type: none"> • No visible cracks • Even and neatly finished 				20 20	
13.	Doors, windows and glass panes in good condition				30	
14.	i) Two independent means of egress for every floor above the ground. ii) Staircases safe				30 30	
15.	Corridors <ul style="list-style-type: none"> • well-lighted and ventilated • Unobstructed corridors and passageways 				20 20	
16.	Safe handrails & balcony wall – <ul style="list-style-type: none"> • Suitable height • No hazardous gaps • Rainwater-pipes provided on balcony 				30 30 20	
17.	No noise interference or pollution				30	
19.	No pest infestation (rats/bugs/pigeons)				30	
20.	No moss/fungi on outside walls.				20	
				Total	1000	
			Percentage Score: (Score/1000) x100 =			%

