



School Buildings and Grounds: Inspections

Administrative Procedure 6.40

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 17

Legal Reference:

Administrative Procedure Cross Reference: 6.20 School and Grounds Management; 8.64 Fire Prevention; 8.90A: Workplace Safety and Health Checklist

Date Adopted: December 2004

Date Amended: June 2015; June 2018; June 2019

Safety is a priority in our schools and requires everyone's involvement.

If any staff member becomes aware of an unsafe area, piece of equipment, etc., he/ she needs to report it to the Head Custodian or Principal.

The Principal is responsible for the effective administrative management of the day-to-day affairs of the school, including managing the school building and grounds.

It is recognized that the Head Custodian plays a significant role in supporting the Principal in carrying out these duties.

Inspections of school buildings and grounds need to be completed as outlined below and any concerns /deficiencies addressed within a reasonable time.

- Concerns and deficiencies are to be addressed at the school level as possible.
- If further action is needed, this can be requested via work orders submitted to the ESD Maintenance Department.
- If concerns and deficiencies cannot be resolved, Principal/ Head Custodian will contact the Maintenance Manager and / or the ESD Safety Officer for support.

A. DAILY CHECKS:

Interior:

- Head Custodian (HC) needs to do a daily check of school building; this includes checking classrooms, gymnasium, doors, lighting, heating units, windows, floors, etc. for any obvious concerns
- Phys Ed Teacher(s) need to ensure that the gym space and any equipment they are planning on using that day are safe and ready for use. Any concerns that cannot be addressed by Phys. Ed teacher need to be reported to HC.

Exterior and Exits:

- Head Custodian (HC) needs to do a a daily check of school exits and grounds, including any playground areas for any obvious/visible concerns
- this includes checking and taking action to ensure all exits are safe and accessible

Follow – Up:

- If a concern is identified, HC needs to document using **6.40A Buildings and Grounds: Concerns** and make decision(s) re: repair on the spot, place work order, discuss with Principal, discuss with Maintenance, etc.
- If any check reveals an emergent concern, it needs to be reported to Principal immediately in order for him/her to respond accordingly
- Following completion of the Daily Checks, HC needs to initial appropriate spot on **6.40B Buildings and Grounds: Monthly Report**

B. WEEKLY INSPECTIONS:

Playground and Grounds:

- HC needs to do a more thorough inspection of the playground and school grounds once each week to identify any concerns
- playground inspections are not intended to identify or address concerns regarding design
- playground inspections should include all elements of each school's playground such as swings, slides, structures, baseball backstop, basketball poles / nets, soccer posts, etc.
- when checking these elements, pay close attention to.....
 - chains
 - possible pinch points / tangles
 - exposed nails, screws
 - concrete / other
 - joints, fittings, pivot points
 - hand rails / handles
 - borders/ edging
 - cracked, damaged components
 - seats
 - sharp edges, points, protrusions
 - stability / sturdiness, slipperiness
 - etc.
- grounds inspections should include a check of....
 - trash containers
 - fences

- building perimeter
- windows
- jump pits
- benches / tables/ bleachers
- pavement areas, sidewalks, pathways
- etc.
- inspection elements will vary school to school

Follow – up:

- If a concern is identified, HC needs to document using **6.40A Buildings and Grounds: Concerns** and make decision(s) re: repair on the spot, place work order, discuss with Principal, discuss with Maintenance, etc.
- If any check reveals an emergent concern, it needs to be reported to Principal immediately in order for him/her to respond accordingly
- Following completion of the Weekly Inspections, HC needs to initial appropriate spot on **6.40B Buildings and Grounds: Monthly Report**
- Note: an **annual** playground report will be completed by the ESD Safety Officer

C. MONTHLY INSPECTIONS:

Gymnasium:

- HC needs to do a more thorough inspection of the gymnasium once each month
- inspection should include all elements of the school’s gymnasium
- these will vary school to school

EQUIPMENT	More specifically you need to look at.....
basketball	backboards, hoops, cables/pulleys, motors/mounts
badminton /volleyball nets	pole condition, pole mounting, nets/rackets, padding, winches
balance beam	splinter free, stable
box horse (vaulting box)	splinter/tear free, stable
climbing ropes/rings/frames	general condition, cables, hardware, rings, nets, etc
climbing structures	splinter free, stable ladders, sliders, bars
mats	tears/rips, handles/ Velcro /foam, cleanliness
high bar	cables/chains/hooks/ turn-buckles/stability
scoreboard	mounting/suspension, screen in place
trampoline	bed/cables/ hooks/pad, nuts/bolts secure
weight machine	pulleys/cables/pins /bolts/grips, lubrication, stable/rust free
gym dividers	chains in place; bottom secure, curtains in place/ functioning
bleachers	loose and worn hardware, broken and splintered wood
emergency equipment	emergency lights, exits and lighting
pads	wall padding, other padding
floors	floor sockets, floor vent covers

Follow – Up:

- If a concern is identified, HC needs to document using **6.40A Buildings and Grounds: Concerns** and make decision(s) re: repair on the spot, place work order, discuss with Principal, discuss with Maintenance, etc.
- If any check reveals an emergent concern, it needs to be reported to Principal immediately in order for him/her to respond accordingly

Automated External Defibrillators:

- all staff members must be familiar with the exact location of Automated External Defibrillators (AEDs)
- AEDs are to be inspected monthly by the Head Custodian (or designate)
- Ensure
 - all supplies are in unit (AED, mask, gloves, scissors, razors, gauze, pads)
 - unit and accessories are free of damage, dirt and contamination; clean as necessary/possible
 - battery pack and pads are not past expiration dates
 - status indicator light is flashing green

Follow Up:

- report any concerns to the ESD Safety Officer to take necessary action(s)
- if AED is used in an emergency situation, supplies need to be replenished; contact ESD Safety Officer

Fire Extinguishers:

- all staff members must be familiar with the exact location of fire alarm stations and fire extinguishers
- fire extinguishers are to be inspected monthly by the Head Custodian
 - check that the needle on the gauge is in the green zone
 - ensure hose is unobstructed
 - initial each tag
- Note: an **annual** inspection will be completed by an independent company (ex. ABC Fire and Safety)

Follow Up:

- Following completion of all of these Monthly Inspections, HC needs to initial appropriate spots on **6.40B Buildings and Grounds: Monthly Report**

D. MONTH END:

1. Custodian submits **6.40B Buildings and Grounds: Monthly Report** to the Principal on the last school day of each month.
2. Principal arranges a **school safety and maintenance walk – through** with the HC. This needs to happen within 10 days of the new month.

*Note: For the months of June and July, **6.40B Buildings and Grounds: Monthly Report** is to be submitted to Principal but there will be no **school safety and maintenance walk – through** in July and August.*

SCHOOL SAFETY AND MAINTENANCE WALK – THROUGH:

- A. Custodian shares **6.40A Buildings and Grounds: Concerns** with Principal to review already identified concerns and discuss their status.
- B. Together they complete an overall tour of building and grounds.
- C. While on walk – through:
 - Fire and Emergency related checks:
 - look at escape routes, paper displays, clutter, clearance, extension cord use, use of portable heaters, etc.
 - for more information, refer to **Procedure 8.64 Fire Prevention**
 - General:
 - walk – through of student spaces / classrooms
 - condition of floors and carpeted areas re: slip, trip and fall hazards
 - shelving units (properly attached, not overloaded, etc.)
 - condition of ceiling tiles
 - condition of lockers
 - heating and vents (not obstructed)
 - Specialty Areas
 - do a general walk through of gymnasium, home economics rooms, industrial arts rooms, art rooms, science rooms, etc.
 - Non – Student Areas
 - do a general walk through of custodians' office, boiler room, mechanical room, etc.

Additional information, if needed, can be found in ***Procedure 8.90A: Workplace Safety and Health Checklist.***

Follow – Up:

- If any new concerns are identified during the walk - through, HC needs to document using ***6.40A Buildings and Grounds: Concerns*** and together make decision(s) re: repair on the spot, place work order, discuss with Maintenance, etc.
- Principal may choose to follow – up directly with individuals dependent on the concern identified (ex. Mrs. Smith’s doorway has furniture too close to doorway.)

- 3. Post school safety and maintenance walk – through**, Principal and Head Custodian must sign the appropriate spot on ***6.40B Buildings and Grounds: Monthly Report.***
- 4.** Principal needs to forward a copy of ***6.40B Buildings and Grounds: Monthly Report*** to the Education Support Center (Admin Assistant to the Superintendent) by the 15th of each school month.
- 5.** Original needs to be retained for 3 years at the school.

Note: The Maintenance Manager and/or ESD Safety Officer may conduct additional inspections and/or audits of these reports and may make requests as needed.

Principals and Head Custodians are to work in cooperation with the Maintenance Manager and ESD Safety Officer to ensure safety standards are met.