



Safety Inspections – Schools

Administrative Procedure 6.040

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

Legal Reference:

Date Adopted: June, 2012

Date Amended:

Date Reviewed: November 2017; October 2020; May 2024

Regular inspections should occur to ensure safety in the schools, buildings and grounds. The following procedures provide guidelines for inspections.

1. The Head Custodian/custodian do a daily check:
 - a) entrance, doors, locks
 - b) lighting
 - c) snow/ice buildup
 - d) exit lights
 - e) heating unit, electrical checks
2. Provide daily exit inspection reports when temperatures are below freezing.
3. Head Custodian do a weekly check of the play structures as per the District checklist.
4. On a monthly basis, the Head Custodian/custodian inspects the school building and grounds using the checklist developed by the District. Forms should be submitted to the Facilities Manager with deficiencies highlighted.
5. Physical Education equipment inspections are to be conducted daily by the Physical Education Instructor. Where there are deficiencies the Principal shall supply a work order which references the report on deficiencies to the Facilities Manager.
6. Security systems, emergency lighting and fire extinguishers are to be inspected monthly by the Head Caretaker and forms submitted to the facilities department.