

Prairie Rose School Division

BUILDINGS AND GROUNDS INSPECTION FORM (WEEKLY)

School _____

Laboratories

	Yes	No	N/A
1) Gas shut-off valves working properly and shut off at the end of the instruction period?	___	___	___
2) Fire extinguisher provided?	___	___	___
3) Fire blanket provided?	___	___	___
4) Does ventilation appear adequate?	___	___	___
5) Friction lighters used in place of matches?	___	___	___
6) Chemicals kept in locked enclosures?	___	___	___
7) Flammable liquids in approved containers?	___	___	___
8) Acids in approved containers?	___	___	___

Home Economics

1) Irons used on plug-ins with red pilot lights?	___	___	___
2) Appliances on circuit equipped with central turn off switch?	___	___	___
3) Dry chemical extinguisher available?	___	___	___

Remedial Action Necessary:

Custodian _____

Date _____

Principal _____

Date _____

Supervisor
Of Operations _____

Date _____

GYMNASIUM INSPECTION FORM (MONTHLY)

School _____		Yes	No	N/A
1.	Are the climbing ropes in good physical repair and adequately secured to withstand the weight of an adult?	___	___	___
2.	Has the gymnasium equipment been inspected in the last month to ensure it is in good physical repair. This would include equipment guy wires, equipment footing supports, etc.	___	___	___
3.	Is the gymnasium equipment set up by authorized personnel who have been adequately instructed in the proper procedures?	___	___	___
4.	Are all the floor mats in good physical repair and have damaged mats been repaired or replaced?	___	___	___
5.	Are the walls padded behind backboards where possible wall impact is likely to incur?	___	___	___
6.	Are benches, chairs, etc. in good physical repair?	___	___	___
7.	Are all gymnasium accidents reported and investigated to ensure there is no reoccurrence?	___	___	___
8.	Is the sporting equipment checked regularly for safe condition and to ensure no alterations?	___	___	___
9.	Are the locker rooms maintained in good physical repair ex: no missing tiles in shower area?	___	___	___
10.	Are gymnasium overhead lights equipped with safety chains so they will not fall on impact?	___	___	___
11.	Are lights equipped with guards or protective screens?	___	___	___
Comments				

Custodian _____ Date _____

Principal _____ Date _____

Supervisor
of Operations _____ Date _____

**GENERAL SCHOOL SAFETY INSPECTION FORM
(WEEKLY)**

SCHOOL _____

Housekeeping

	Yes	No	N/A
1) Are corridors obstructed?	___	___	___
2) Stairways clear and free from tripping hazards?	___	___	___
3) Fire exits clear and doors operating freely?	___	___	___
4) All rooms, laboratories, etc. free of litter?	___	___	___
5) Does good housekeeping prevail in all areas, crawl spaces storage rooms, etc?	___	___	___

Heating Units

1) Is heating unit in good condition?	___	___	___
2) Heating equipment clear from combustibles/	___	___	___
3) Door to furnace room closed and locked?	___	___	___
4) Temporary heaters, not the property of School Board, in use?	___	___	___

Remedial Action Necessary

Custodian _____ Date _____

Principal _____ Date _____

Supervisor of

Operations _____ Date _____

GENERAL SCHOOL SAFETY INSPECTION FORM

(MONTHLY)

SCHOOL _____

Protection	Yes	No	N/A
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1) Are all extinguishers charged, date tagged and in place?	___	___	___
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Fire Alarm system

1) Is fire alarm operative and tested?	___	___	___
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2) Reserve batteries in working order?	___	___	___
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3) Handbells available in case automatic system fails?	___	___	___
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4) Detectors provided in all storage rooms?	___	___	___
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Electrical

1) Are all electrical wires, conduit and lighting fixtures properly supported and connected.	___	___	___
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2) Any temporary wiring or extension cords where new permanent wiring should be provided?	___	___	___
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3) Are any motors, fuse boxes or control equipment overheating?	___	___	___
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4) Are covers missing off fuse boxes, junction boxes, etc?	___	___	___
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5) Reset circuit breakers not taped over?	___	___	___
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6) Exit lights working properly?	___	___	___
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7) Emergency lights working properly	___	___	___
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Intrusion Alarms

1) Are intrusion alarms operative?	___	___	___
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2) Alarms set at the end of each day?	___	___	___
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Doors

1) Do fire doors close automatically?	___	___	___
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2) Exit doors equipped with panic hardware?	___	___	___
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3) Are doors to science rooms, supply rooms and electrical rooms locked?	___	___	___
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4) Are exits and emergency escape routes posted in each room for instruction, adjacent to the room exit? _____

Flammable Liquids

1) Are flammable liquids properly stored? _____

Remedial Action Necessary:

Custodian _____ Date _____

Principal _____ Date _____

Supervisor of
Operations _____ Date _____

PLAYGROUND EQUIPMENT INSPECTION FORM
(WEEKLY, MONDAY A.M.)

DATE: __/__/__

	Needs Attention	OK	Date of Action Taken
· Visible severe cracks, ending, warping, rusting or breakage of any component;			
Visible severe cracks, bending, warping, rusting or breakage of any component;			
Visible severe cracks, bending, warping, rusting or breakage of any component;			
·			
Visible severe cracks, bending, warping, rusting or breakage of any			
· Worn swing hangers and chains;			
Worn swing hangers and chains;			
· Missing, damaged or loose swing seat;			
· Broken supports, anchors;			
· Footings exposed, cracked, loose in ground;			
· Accessible sharp edges, points;			
· Exposed ends of tubing that should be covered by plugs or caps;			
· Protruding bolt ends that don't have caps or covers;			
· Loose bolts, nuts, etc;			
· Lack of lubrication on moving parts;			
· Worn bearings;			
· Surfacing material worn or scattered;			
· Inspect pea rock, under swings, slides and monkey bars;			
· Chipped or peeling paint;			
· Vandalism (broken glass, trash, etc);			
· Tripping hazards (roots, rocks, etc);			
· Rough or splintered wooden components			

<u>Rough or splintered wooden components</u>			
· Fencing (broken wire, mesh, rust, hinges, etc)			

Comments:

Signature: _____