

## **Facility Management, Maintenance and Safety**

### 1. Facility Inspection

In addition to daily routine building and grounds inspection, all district facilities, including vacated/surplus facilities, will be inspected quarterly. Head custodians will inspect their respective school facilities. The maintenance supervisor or his/her designee will inspect all other district facilities.

EBAC-AR(2) - Building and Grounds Safety Inspection and this administrative regulation, EC-AR, will be used to document monthly inspections. It will be dated and signed by the person making the inspection and will be filed with the maintenance supervisor who will see that all deficiencies are corrected promptly. The safety form will be dated when the deficiency is corrected.

### 2. Warning Systems

Facilities will be provided with warning systems (e.g., alarms, fire extinguishers, smoke alarms, security devices) in compliance with appropriate state and federal laws, regulations and codes.

### 3. Building Access/Keys

The superintendent will control access to district buildings as is appropriate and necessary to protect property, students and personnel. Building supervisors will control access to district buildings and provide safeguards against unauthorized access to these buildings. Each building supervisor, with approval of the superintendent, will develop regulations designed to control the use of building keys and ensure that buildings are adequately closed and locked when no authorized personnel are present. The district may pursue discipline and/or criminal complaints against violators to the fullest extent of the law.

### 4. Vandalism

The superintendent and designee is authorized to sign criminal complaints, press charges, issue discipline and offer rewards in the apprehension and conviction of those committing vandalism, malicious mischief and/or theft against the district and its properties.

### 5. Energy Control (Lockout/Tagout)

The district will maintain and use standard energy control procedures. The maintenance supervisor will review these procedures annually with appropriate personnel.

6. Hazardous Conditions and/or Substances

All hazardous or potentially hazardous conditions will be identified and reported to the appropriate supervisor. Upon notification, the maintenance supervisor or his/her designee will evaluate the hazard and respond to or correct it as necessary.

The district will use only approved chemicals and substances on its properties. Restricted substances or chemicals may not be used. Controlled substances or chemicals will be used only under the direction of the maintenance supervisor and applied by appropriately trained or licensed staff or contractors.

The district will use standard precautions when applying any potentially hazardous substance or chemical. Appropriate staff will be trained in recognizing and using such products and responding to accidents. Material Safety Data Sheets will be used as required.

**Buildings and Grounds Safety Inspection  
Form EBAC-AR(1)/EC-AR**

Facility \_\_\_\_\_ Date \_\_\_\_\_

(Check one) Safety Committee Inspection (quarterly) \_\_\_\_\_ Staff Inspection (monthly) \_\_\_\_\_

<b>Corridors and Exits</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Halls	( )	( )
Doors (hardware)	( )	( )
Exit signs	( )	( )
Stairways	( )	( )

Remarks: \_\_\_\_\_

<b>Electrical Panels and Equipment</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Improper exposed wiring	( )	( )
Faulty breakers/switches	( )	( )
Light fixtures	( )	( )
Light switches	( )	( )
Bell	( )	( )

Remarks: \_\_\_\_\_

<b>Safety Devices</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Fire extinguishers	( )	( )
Fire alarm	( )	( )
Fire alarm stations	( )	( )
Storage of flammables	( )	( )

Remarks: \_\_\_\_\_

<b>Heating System</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Safety blow downs and pressure devices	( )	( )

Remarks: \_\_\_\_\_

<b>Plumbing</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Hot water heaters and safety devices	( )	( )
Faucets	( )	( )
Drinking fountains	( )	( )
Anti-back flow valve	( )	( )

Remarks: \_\_\_\_\_

<b>Grounds</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Walkways	( )	( )
Outside lights	( )	( )
Loading areas	( )	( )
Parking lots	( )	( )
Fences	( )	( )

Remarks: \_\_\_\_\_

<b>Building General</b>	<b>Satisfactory</b>	<b>Needs Attention</b>
Windows	( )	( )

Floors	( )	( )
Furniture	( )	( )
Disposal of waste	( )	( )
Aisles, stairs, floors	( )	( )
Light and ventilation	( )	( )
Ladders/scaffolds	( )	( )
Other _____	( )	( )

Remarks: \_\_\_\_\_

**Safe Practices**

Removing machine/other guards	( )	( )
Improper lifting	( )	( )
Improper use of air hoses	( )	( )
Work on unguarded machinery	( )	( )
Goggles/face shields	( )	( )
Belts, pulleys, gears	( )	( )
Cables, ropes, chains	( )	( )
Point of operation guards	( )	( )

Remarks: \_\_\_\_\_

**Fire Protection and First Aid**

Fire extinguishing equipment	( )	( )
Standpipes, hoses, valves, sprinkler heads	( )	( )
Exits, stairs, signs	( )	( )
First aid kits	( )	( )
Fire blankets	( )	( )
Dust, vapors, fumes	( )	( )

Remarks: \_\_\_\_\_

Other remarks: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_