

Building Inspection Procedures

Policy #720
Rule

Waunakee Community School District

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There shall be two types of inspections. They are as follows:

1. Inspection - Fire Department: At least twice annually (once in fall and once in spring) and inspection of all buildings shall take place. Individuals involved in the inspections shall be an inspector from the local fire department and the director of buildings and grounds. At each of the buildings inspected, the respective building principal and head custodian shall join the fire inspector and director of building and grounds for their building inspection. They will inspect for fire exits, storage of flammable materials and any other hazardous conditions. A facilities inspection checklist shall be used and a copy of each building checklist shall be submitted to the safety coordinator, director of buildings and grounds and building principal following each inspection. Information and action taken from the inspections shall be forwarded to the safety committee.
2. Inspection - Insurance Company: At least once annually an inspection of all buildings and grounds shall be done by the District's property and liability insurance provider. The inspector will do a walk through of each building with the respective head custodians and the director of buildings and grounds. The inspector will look for hazardous conditions related to safety and employee injury situations. He/she will hold a post conference with the safety coordinator and the director of buildings and grounds as to what hazardous conditions were found. The inspector will submit a written report to the safety coordinator who will send copies to the respective building principals and the director of buildings and grounds. The report will be reviewed with the Safety Committee and they will recommend a specific timeline when corrective action should be taken. This timeline will be passed on to the respective building principals and head custodians.

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