## (Name of your School District here) MONTHLY PROPERTY CHECKLIST

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School:					Report I	No: Date:				
Inspecti	on made by						Month	Day	Year	
	Custodiar	ı's Signa	ture			Principal's Signature				
		CATIO	SFACTO	OBV			CATIC	SATISFACTORY		
		YES	NO	N/A			YES	NO	N/A	
1)	FIRE ALARMS	1123	INO	11//	8)	AUTOMATIC SPRINKLERS	1123	INO	111/7	
'')	Detectors undamaged?				0)	Valve locked in open				
	Bells/horns functional?					position?				
	Date of last fire drill:		/	/		18" clearance below all				
	Date alarm tested:		/	/		sprinkler heads?				
	Zones(s) tested:	· I				Extra heads and wrench				
	'				available?					
2)	INTRUSION ALARMS					Date of last inspection:		/	/	
	Operable?									
	Date alarm tested:		/	/	9)	HOUSEKEEPING			1	
	Zone(s) tested:					Trash and garbage properly				
						stored? Trash and garbage picked up				
3)	AUDIOVISUAL EQUIPMENT,	OFFICE	MACH	INES,		on schedule?	'			
	COMPUTERS	1	Т			Flammable liquids stored in	_			
	Stored in designated rooms or cabinets?					approved safety cans and/or				
	Permanently marked?		+			metal cabinet?				
	Secured to stands?					Dumpsters away from				
	Transporting stands safe and					building?				
	adequate?					No rooms with heavy fire				
	1	· I	ı	'		load?				
4)	DOORS					No high storage?				
	Good repair?					Oily rags stored in proper				
						receptacles and emptied				
5)	FENCES/GATES			_		regularly?				
	Good repair?				10)	LIGHTS (INTERIOR AND EX	TERIOR)			
					10)	No broken lights?	LICION	I	I	
6)	ELECTRICAL (INTERIOR AND	EXIER	RIOR)			No light burned out?				
	Switch/junction boxes covered?					Adequate lighting?				
	Cords, plugs, wiring,	1		+		Diffusors in place?				
	receptacles in good					•				
	condition?				11)	WINDOWS & SKYLIGHTS				
	Electrical panels					Latch in good repair?				
	unobstructed?					No broken windows/skylights				
	(36" clearance)									
	Electrical panel rooms				12)	PLAYGROUND EQUIPMENT		_	T	
	locked?					Good condition?	_			
٠,	FIRE EXTINGUISHED					Sufficient fall surfacing				
7)	FIRE EXTINGUISHERS	1	Т			material?				
	Extinguishers hung properly? (5' or lower)				13)	PREMISES (INTERIOR AND	EXTERIO	)R)		
	Fully charged?			+	10)	Sidewalks, walking surfaces,				
	Pin secured?					parking lots, steps, stairways				
	Accessible?					hallways, ramps, etc., free	'			
	Inspection current?					from slip and trip hazards				
		1	1			limbs, or obstructions?				
						Free of safety hazards				
						caused by trees, limbs, or				
						roots?	+	1		
						Handrails in place and secure?				
						Any water leaks in	+	1	1	
						bathrooms?				
								1	1	

Monthly Property Checklist - page 2
SATISFACTORY

		YES	NO	N/A			
14)	CAFETERIA, AUDITORIUM, GYNNASIUM						
	In-wall tables in good						
	condition?						
	Do portable tables close and						
	stay closed?						
	Benches and seats in good						
	condition?						
	Bleachers in good condition?						
	Exit lights operating?						
	Emergency lights operating?						
	Locker rooms in good condition?						
	Choking posters properly						
	posted?						
	posteu :						
15)	OUTSIDE/ATHLETIC FACILITI	FS					
10)	Fields in good condition?						
	Bleachers in good condition?						
	Dugouts in good condition?						
	Tennis courts in good						
	condition?						
	Basketball courts in good						
	condition?						
	No chain nets on baskets?						
	Footballs goals safely						
	arranged?						
	Soccer goals safely						
	arranged?						
16)	SWIMMING POOL AREA						
	Depth markings in good						
	condition?						
	Decking in good condition?						
	Bleachers in good condition?						
	Diving boards and towers in						
	good condition?						
	Pool handrails in good						
	condition?						
	Emergency/rescue equipment in place?						
	Rules posted?						
	Filter covers in place?						
	i illoi covers ili piace:	I					

		SATISFACTORY		RY			
		YES	NO	N/A			
17)	LADDERS						
,	In good repair?						
	Shock hazard warning posted						
	on aluminum ladders?						
		•		•			
18)	SHOP AREAS/MACHINERY/EQUIPMENT/POWER						
	TOOLS (Instructional & District Shop Areas)						
	Moving parts guarded?						
	Equipment properly grounded						
	or double-insulated?						
	Tools in good condition?						
	Cords in good condition?						
	Housekeeping in shop area						
	okay?						
	Personal protective						
	equipment available and in						
	good condition?						
10)	A DOON DDEVENTION		<u> </u>				
19)	ARSON PREVENTION "We-Tip" posters in place?	l	l I	l			
	we-rip posters in place?						
20)	ASBESTOS		<u> </u>				
20)	Asbestos-containing building	1	I				
	materials in good condition?						
	materiale in good containent						
21)	SAFETY DATA SHEETS						
,	Accessible to employees?						
	Updated?						
22)	INDOOR AIR QUALITY						
	Are filters clean?						
	Any signs of mold or mildew?						
23)	ELEVATORS/LIFTS						
	Are elevators/lifts working						
	properly?						
	Are inspections current?						
24)	AUTOMATED EXTERNAL						
	DEFIBRILLATORS (AED)						
	Are they checked regularly						
	based on manufacture recommendations?						
	recommendations?						
25)	OTHER: Specify	<u> </u>	I				
20)	OTTIEN. Specify						

REMARKS	Work Order Submitted	YES	NO
	#		
	#		
	#		·
	#		·
	#		·
	#		
	#		