**INSPECTION GUIDE**

Inspections and schedules for Life Safety and Maintenance

School Year\_\_\_\_\_\_\_\_\_\_\_

School Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District #\_\_\_\_\_\_\_\_\_\_\_\_

The following inspection guide and schedule should be kept on file in each school building. The inspection guide gives custodial services proper recording opportunities in order to ensure safety within the building when it comes to inspections of materials, safety lighting and life safety annual inspections.

**Emergency Lights**

1. Emergency lights will be inspected monthly with the person performing the inspection, initialing and recording date of check.
2. If repair is needed, date and times of repair request and needed materials will be kept through work order numbers/work request sheets.
3. If additional work needs to be done beyond the custodial repair, administration will be made aware through request services.
4. Logs will need to be kept in custodial office and available upon request.
5. The following log can be used for inspections:

**Emergency Lights Form**

**Year\_\_\_\_\_\_\_\_\_\_\_ Initial Initial**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DATE** | **OK** | **REPAIR** |  | **DATE** | **OK** | **REPAIR** |
| **JAN** |  |  |  | **JULY** |  |  |  |
| **FEB** |  |  |  | **AUG** |  |  |  |
| **MARCH** |  |  |  | **SEPT** |  |  |  |
| **APRIL** |  |  |  | **OCT** |  |  |  |
| **MAY** |  |  |  | **NOV** |  |  |  |
| **JUNE** |  |  |  | **DEC** |  |  |  |