

## 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			

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### Inspections and schedules for Life Safety and Maintenance

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

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

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### EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS

#### EXIT LIGHTS

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

#### Exit Lights Form

Year \_\_\_\_\_

INITIAL				INITIAL			
	DATE	OK	REPAIR		DATE	OK	REPAIR
JAN				JULY			
FEB				AUG			
MARCH				SEPT			
APRIL				OCT			
MAY				NOV			
JUNE				DEC			