**FAYETTE COUNTY PUBLIC SCHOOLS**

**WINTER BUILDING INSPECTION REPORT**

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| **FACILITY:** | **DATE:** |
| **INSPECTED BY:** | **TIME OF DAY:** | **TEMP:** |
| **AREAS TO CHECK** | **Staff Initials** | **No Problem ** | **PROBLEM FOUND and WORK ORDER SUBMITTED** |
| **Office Areas (Heat & Water Leaks)** |  |  |  |
| **Library (Heat & Water Leaks)** |  |  |  |
| **Gyms (Heat & Water Leaks)** |  |  |  |
| **Bathrooms (Heat & Water Leaks)** |  |  |  |
| **Kitchen (Heat, Gas, & Water Leaks)** |  |  |  |
| **Classrooms (Heat & Water Leaks)** |  |  |  |
| **Walk-in Freezers (Cooling & Leaks)** |  |  |  |
| **Coolers (Cooling & Leaks)** |  |  |  |
| **Signs of Unlawful Entry** |  |  |  |
| **All Exterior Doors Locked** |  |  |  |
| **All Windows Closed & Locked** |  |  |  |
| **Ventilation Louvers Closed**  |  |  |  |
| **Mechanical Room (Water & Gas Leaks)** |  |  |  |
| **Comments:** |
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If the temperature is forecast not to rise above 20 degrees, MANUALLY OVERRIDE THE HEAT SYSTEM CONTROLS SO THE BUILDINGS STAY HEATED AROUND THE CLOCK.

 Contact Law Enforcement at 381-4200 each time you conduct a building check. Make sure that the duty officer logs that you are there for a building check.

 In case an emergency requiring maintenance, call Law Enforcement at 381-4200 and the school principal.

 In case of break-in, call Law Enforcement at 381-4200 and the school principal.

 In case of fire or any similar disaster, call the Fire Department immediately. Notify Law Enforcement and the principal that you have called the Fire Department.

Questions concerning building checks: contact Maintenance at 381-3911.

Please give a copy of this report to the principal and send a copy of report to Doug Botkin in Maintenance. It could be faxed to 381-3915, scanned, and e-mailed to doug.botkin@fayette.kyschools.us or via courier to Maintenance, attention: Doug Botkin.