

**BUILDING INSPECTION PROCEDURES**

720-Rule

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

- 1) Inspections and periodic surveillance - Asbestos: Every six months the asbestos program manager is to conduct an inspection of each building. The inspector must record the date of the inspection, his/her name and any observable changes in the condition of any asbestos containing building material. Asbestos inspection forms shall be used. Periodic surveillance is to be done by all building custodians and any changes in condition noticed shall be reported to the asbestos program manager immediately. Guidelines for corrective action taken are listed in Board policy as well as the management plan. Copies of all six month inspection reports and any corrective action taken shall be reported to the safety coordinator.
  
- 2) Inspection - Fire Department: At least twice annually (once in fall and once in spring) an 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.
  
- 3) 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.

Cross Ref.: 743, Management of Hazardous Substances/Asbestos

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Waunakee Community School District