

ROLLING RIVER SCHOOL DIVISION POLICY

Buildings and Grounds Inspections

EBA/P

A priority of the Rolling River School Division is to provide a safe and positive learning environment. The Rolling River School Division will strive to ensure the operation and safety of all equipment, facilities and grounds through a program of regular inspection and maintenance.

Index Regulation

Date Adopted: December 14, 1985

Date Revised: December 1, 2005

Date Revised: September 8, 2010

Date Revised: November 3, 2010

ROLLING RIVER SCHOOL DIVISION REGULATION

Buildings and Grounds Inspections

EBA/R

1. Any deficiencies that are identified through regular inspection of equipment, facilities and grounds will be reported immediately to the School Principal and, through submission of a work order for repair, to the Maintenance Department.
2. Any deficiency that poses an immediate risk to students, staff or the public will be isolated by the School Custodian or supervising teacher and then clearly identified to the School Principal and Maintenance Supervisor so that immediate action to resolve the concern may proceed.
3. Playground equipment will be inspected on a daily, monthly and yearly basis.
 - a. The custodian will check each morning to ensure the equipment is in safe working order and there has been no vandalism the previous night.
 - b. The custodian will do a monthly inspection of equipment and submit the *Playgrounds-Safety and Equipment Inspection* form to the School Principal who will be responsible for submission to the Maintenance Department.
 - c. The Maintenance Department will conduct an annual inspection as per the *Annual Playground Inspection Form*.
4. Physical Education facilities and equipment will be inspected on a regular basis as follows:
 - a. The Physical Education teacher will do a daily safety check of the gymnasium and equipment.
 - b. The Physical Education teacher will conduct a weekly check off the Automated External Defibrillator (AED) unit located in the school gymnasium to ensure it is operational and batteries are working, as per the AED Operational Manual (Maintenance and Troubleshooting Procedures). The Physical Education teacher will complete the *AED Maintenance Log*.
 - c. The Physical Education teacher will complete a monthly inspection of the gymnasium and equipment and complete and submit the *Gymnasium Facilities Safety Check form* to the School Principal who will be responsible for submission to the Maintenance Department.
5. The Custodian will inspect the outside grounds and equipment used for Physical Education on a monthly basis and complete the *Outside Facilities Safety Check form*. The completed form will be submitted to the School Principal who will be responsible for submission to the Maintenance Supervisor.
6. Exterior premises will be inspected daily. The custodian will complete the *Exterior Premises Inspection Form* on a daily basis. The completed form will indicate any action taken to resolve unsafe situations.

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7. The custodian will conduct the following checks on a monthly basis and record the results on the applicable log or form. The log forms will be submitted to the School Principal on a monthly basis.
 - i. Intrusion Alarm
 - ii. Fire Extinguisher Check
 - iii. Fire Alarm System Check
 - iv. Emergency Lighting and Exit Lights Check

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PLAYGROUNDS – SAFETY & EQUIPMENT INSPECTION FORM

To be completed on the last day of each month and submitted to the School Principal.

School: _____ Date: _____

		Excellent	Good	Satisfactory	Poor	Dangerous
A. Play Structure	- Stable					
	- Slivers (nails)					
B. General	- Footings					
	- Underspace					
	- Height					
	- Railings					
C. Specific	- Platforms					
	- Swings					
	- Slider					
	- Ladders					
	- Roof					
	- Ropes					
	- Tires					
	- Nets					
D. Other						
	Check fasteners, nuts, bolts					
	Test for overall stability & free operation					
	Check seats, chain, "S" hooks					
	Check for protruding nuts & bolts					
	Check rough surfaces, sharp edges					
	Check for damaged piping					
	Check bedway, handrails & steps					
	Test bearing assemblies					
	Check hand, foot holds					
	Check ropes and cables					
	Check deterioration of wood					
	Check for foreign materials					
	Lubricate and grease (as needed)					
	Check spring assemblies					

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GYMNASIUM FACILITIES SAFETY CHECK LIST

Submit to the School Principal for Review. School Principal to forward to Maintenance Department

SCHOOL: _____

DATE (Monthly): _____

INSPECTED BY: _____

Physical Education Teacher Signature

INSPECT FOR:	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
FLOORS:			
Clean and dry.			
Provides for safe foot traction.			
Clear of objects which may cause tripping/slipping.			
Floor sockets covered and flush with floor.			
Floor plates secure in floor, hooks and plate in good condition and flush with floor.			
ENTRANCES/EXITS:			
Free of obstructions.			
No door knobs, protruding handles on gym side of door.			
Doors open away from gym area.			
STAIRS & STAGE AREA:			
Clear of obstacles.			
Stair treads in good condition.			
Railings secure.			
Free of protruding nails, cracks or splinters.			
CEILING:			
Tiles and meshings on lights secure.			
Rings & ropes.			
Safety cages.			
WALLS:			
All outlets, switches, registers, etc., which post an unreasonable hazard must be padded or flush with wall surface.			
Free of protruding hooks, nails, etc.			
BASKETBALL BACKSTOP:			
Backboards in good condition.			
Cable and attachments from backboard to wall secure.			
Rims secure and straight.			
Velcro strips on walls and mats behind backboards in good condition.			
Winch not located directly below a wall mounted backboard.			
CHINNING BARS, PEG BOARD & CLIMBING APPARATUS:			
Secure attachment to wall.			
Adjustable parts in good condition.			
Bolts and anchors secure			
Peg holes and pegs in good condition.			
STORAGE ROOM:			
Floor clean and centre area clear of equipment.			
Equipment stored on designated shelves.			
Volleyball & badminton poles secured to wall when stored standing up, to prevent falling.			

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OUTSIDE FACILITIES SAFETY CHECK LIST

Submit to the School Principal for Review. School Principal to forward to Maintenance Department

SCHOOL: _____ DATE: _____ INSPECTED BY: _____
Custodian Signature

INSPECT FOR	MEETS SAFE GUIDELINES		COMMENT/FOLLOW UP ACTION
	YES	NO	
WALKING & PLAYING SURFACES:			
Asphalt areas – level & free of holes/broken asphalt.			
Grass & dirt areas – free of holes/ruts.			
Clear of broken glass, cans, rocks, animal feces etc.			
Free of drainage problems.			
Clear of trip hazards (exposed footings, roots or other environmental obstacles.			
NESTS:			
Free of stinging insect nests (bees, wasps, etc.)			
METAL FENCING:			
Clips & attachments safely secure.			
Fencing tight and secure to frame.			
No holes in fence or at ground level.			
Anchors to ground stable, in good condition and safely covered.			
Posts corrosion free.			
BENCHES/BLEACHERS:			
Free of protruding nails, splinters, cracked or rotted wood.			
Anchors to ground in good condition and safely covered.			
SOFTBALL BACKSTOP:			
Fencing, clips & attachments safely secure.			
Fencing tight and secure to frame.			
No holes in fence or at ground level.			
Anchors to ground stable, in good condition and safely covered.			
Posts corrosion free.			
SOFTBALL PLAYING SURFACE:			
Level ground with good drainage.			
Free of holes/ruts/trash/animal feces/rocks			
SOCCER GOALS:			
Framework free from protruding hooks.			
Anchors to ground stable, in good condition and safely covered.			
Posts corrosion free.			
SOCCER PLAYING SURFACE:			
Level ground with good drainage.			
Free of holes/ruts/trash/animal feces/rocks.			
BASKETBALL BACKSTOPS:			
Backboards in good condition.			
Rims secure and straight.			
Pole anchors stable, in good condition & safely covered.			
Poles corrosion free.			

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OUTSIDE FACILITIES SAFETY CHECK LIST - Page 2

BASKETBALL PLAYING SURFACE:			
Level playing surface, good drainage.			
Free of holes/ruts/trash/animal feces rocks			
TENNIS COURTS:			
Surface			
Posts/ Nets			
Fencing			
SKATE BOARD PARKS:			
Surface			
Ramps			
OUTDOOR RINKS:			
Boards in good condition			
Nets / Metal Frames			
LONG JUMP PITS:			
Free of debris			
Take off board level			
Ample sand			

COMMENTS:

*To be completed on the last day of each month and submitted to the School Principal for review.
The School Principal will submit to the Maintenance Supervisor.*

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FIRE ALARM SYSTEM MONTHLY CHECK RECORD

To be completed on the last day of each month and submitted to the School Principal

School: _____

Date	1. Fire Alarm System					2. Battery		3. Check			Person conducting check <i>(signature & print)</i>	
20__	Location of Manual Alarm initiating device	A	B	C	D	E	F	G	H	I		J
Sept.												
Oct.												
Nov.												
Dec.												
Jan.												
Feb.												
March												
April												
May												
June												
July												
August												

1. FIRE ALARM SYSTEM

- A. Satisfactory operation of Initiating Device tested.
- B. Satisfactory operation of Audible & Visual Alarm Signals.
- C. Correct annunciation of Initiating Device tested.
- D. Satisfactory operation of Audible & Visual Trouble Signal.
- E. Satisfactory operation of Remote Trouble Signal

3. CHECK

- H. Primary Power indication lamp On.
- I. System Trouble Signal and indicator Off.
- J. Control panel enclosure Locked.

2. BATTERY

- F. Battery terminals inspected, Cleaned & Lubricated.
- G. Battery clamps Clean and Tight.

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EMERGENCY LIGHTING AND EXIT LIGHTS MONTHLY CHECK RECORD

To be completed on the last day of each month and submitted to the School Principal.

School: _____

Total number of emergency light heads _____ Total number of exit lights _____

Bulb styles _____ Bulb voltage _____

Total number of battery packs _____

Date	Emergency Lights					Exit Lights				Person conducting check (signature & print)
	A	B	C	D		A	B	C		
20__										
Sept.										
Oct.										
Nov.										
Dec.										
Jan.										
Feb.										
March										
April										
May										
June										
July										
August										

Emergency Light

- A. AC Power disconnected for 30 minutes.
- B. All bulbs stay on while AC off.
- C. Battery terminals clean and corrosion free.
- D. Turn AC on – all lights off

Exit Lights

- A. All AC bulbs are on.
- B. Turn AC off and check that DC bulbs come on.
- C. Turn AC back on. Ac bulbs turn on, DC bulbs turn off.

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ANNUAL PLAYGROUND INSPECTION

School: _____ Date: _____

Category: Climbing Frames



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in Climbing Frames Category

Description of: _____

Climbing Frames	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Structural Support				
Protective Surfacing Material				
Fastening Points				
Steps/Rungs				
Handles				
Sharp Edges / Points				
Entanglement / Pinch Points				
Protrusions				
Equipment spacing / No-Encroachment Zone				
Bolts and nuts				
Entrapment – No openings (3 to 9 in.) or angles <55 degrees.				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: Spring Rides



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in Spring Rides Category

Description of: _____

Spring Rides	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Protective Surfacing Material				
Fastening Points				
Seats / Tires				
Handles				
Sharp Edges / Points				
Entanglement / Pinch Points				
Protrusions				
Equipment spacing / No-Encroachment Zone				
Grease fittings				
Plastic components cracking or damaged				
Spring and bar				
Pivot points				
Nuts and bolts				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: Slides



Total number of items in Category: _____

Reporting on Item No.: _____ **of** _____ **Items in Slides Category**

Description of: _____

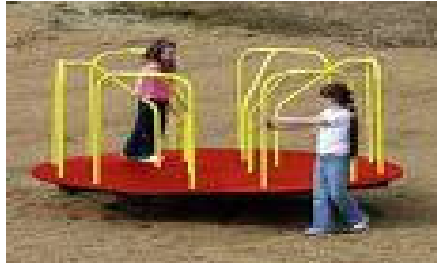
Slides	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Protective Surfacing Material / Borders				
Fastening Points				
Stairs / Steps				
Hand Rails				
Plastic Components: Cracked / Damaged				
Structural Support: Bars				
Structural Support: Legs				
Sharp Edges / Points				
Entanglement / Pinch Points				
Protrusions				
Nuts / Bolts				
Equipment spacing / No-Encroachment Zone				
Entrapment – No openings (3 to 9 in.) or angles <55 degrees.				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: Merry-Go-Rounds



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in Merry-Go-Round Category

Description of: _____

Merry-Go-Round	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Protective Surfacing Material				
Fastening Points				
Handles				
Sharp Edges / Points				
Entanglement / Pinch Points				
Protrusions				
Equipment spacing / No-Encroachment Zone				
Grease fittings				
Chain Covers				
Entrapment – No openings (3 to 9 in.) or angles <55 degrees.				
Stairs / Steps				
Nuts and bolts				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: Teeter-Totter / See-Saw



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in Teeter-Totter/See-Saw

Category Description of: _____

Teeter-Totter / See-Saw	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Protective Surfacing Material				
Fastening Points				
Pivot Points				
Seats				
Handles				
Sharp Edges / Points				
Entanglement / Pinch Points				
Protrusions				
Equipment spacing / No-Encroachment Zone				
Entrapment – No openings (3 to 9 in.) or angles <55 degrees.				
Grease Fittings				
Nuts and Bolts				
Caps and Plugs				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: Swings



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in Swings Category

Description of: _____

Swings	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Structural Support				
Protective Surfacing Material				
Chains				
Chain Covers				
S-Hooks / C-Hooks				
Seats / Tires				
Sharp Edges / Points				
Protrusions				
Equipment spacing / No-Encroachment Zone				
Grease Fittings				
End / Centre Fittings				
Nuts and Bolts				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: General Playground



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in General Playground

Category Description of: _____

Playground	OK	Action Needed	Action Taken	Date Completed
Borders and Fences				
Signage				
Trash facilities available				
Trash containers emptied				
Grooming / grass and trees				
Drainage				
Debris				
Fall bed appearance				
Fall bed compaction (high use areas)				
Appearance of equipment i.e.: needs paint, etc.				
Foreign attachments				
Equipment Spacing / No Encroachment zone				
Benches				
Debris / Broken glass				
Pathways				
Lighting				
OTHER				

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ANNUAL PLAYGROUND INSPECTION

Category: Play Structures



Total number of items in Category: _____

Reporting on Item No.: _____ of _____ Items in Play Structures Category

Description of: _____

Play Structure	OK	Action Needed	Action Taken	Date Completed
Stability in Ground / Tilting				
Exposed Concrete				
Ground Clearing				
Protective Surfacing Material / Borders				
Fastening Points				
Stairs / Steps				
Hand Rails				
Plastic Components: Cracked / Damaged				
End / Centre Fittings				
Structural Support: Bars				
Structural Support: Legs				
Side Walls and Bedway				
Sharp Edges / Points				
Entanglement / Pinch Points				
Protrusions				
Nuts / Bolts				
Caps / Plugs				
Chains and Ropes				
Wood Checking max. 19mm (3/4 inch)				
Debris / Broken Glass				
Equipment spacing / No-Encroachment Zone				
Grease fittings				
Entrapment – No openings (3 to 9 in.) or angles <55 degrees.				
OTHER				

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AUTOMATED EXTERNAL DEFIBRILLATOR (AED) MAINTENANCE AND TROUBLESHOOTING

Maintaining the Unit

- Inspect frequently, as necessary.
- Check for the green check (✓) showing that the unit is ready to use.
- Verify that electrodes are within their expiration date.
- Verify that batteries are within their expiration date.
- Verify that electrodes are pre-connected to the input connector.
- Verify that supplies are available for use (razor, mask, gloves, extra batteries)

Maintenance Checklist

Use the following checklist when you check you unit.

<u>Check the following</u>	<u>Pass</u>	<u>Fail</u>
Is the unit clean, undamaged, free of excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cracks or loose parts in the housing?	<input type="checkbox"/>	<input type="checkbox"/>
Verify electrodes are connected to the unit and sealed in their package. <i>Replace if expired.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are all cables free of cracks, cuts and exposed or broken wires?	<input type="checkbox"/>	<input type="checkbox"/>
Turn the unit on and off and verify the green check indicates ready for use.	<input type="checkbox"/>	<input type="checkbox"/>
Batteries within expiration date. Replace if expired.	<input type="checkbox"/>	<input type="checkbox"/>
Check for adequate supplies.	<input type="checkbox"/>	<input type="checkbox"/>

Cleaning the Unit

- After each use, clean and disinfect the unit with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture (30 ml/litre water).
- Do not immerse any part of the unit in water.
- Do not use ketones (MEK, Acetone, etc.) to clean the unit.
- Avoid using abrasives (e.g. paper towel) on the display window or IrDa port.
- Do not sterilize the device.