



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

≈

Spring Green, Wisconsin 53588

≈

Phone: 608-588-2551

---

721 Rule (NEW)

## **Building and Grounds Inspection Procedures**

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

- 1) Inspection and Surveillance - Asbestos: The Business Manager shall oversee the inspector, who shall conduct a surveillance every year and inspection every three (3) years 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 Business Manager immediately. Copies of all surveillance and inspection reports and any corrective action taken shall be filed in the District Office.
- 2) Inspection - Fire Department: Annually an inspection of all buildings shall take place. Individuals involved in the inspections shall be an inspector from the local fire department and the Business Manager. 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 filed in the District Office.
- 3) Inspection - Insurance Company: 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 head custodian and Business Manager. The inspector will look for hazardous conditions related to safety and employee injury situations. The inspector will submit a written report to the Business Manager who will file copies in the District Office. This timeline will be passed on to the respective building principals and head custodian.

Reports, information and action taken from all the inspections shall be forwarded to and reviewed by the Buildings & Grounds Committee, along with any recommendations and timelines when corrective action should be taken.

CROSS REF.:

Policy #721 – Buildings and Grounds Inspections