



Preparing Today's Learner for Tomorrow

## Administrative Procedure 9030

### ***Buildings and Grounds Inspections***

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#), [16](#)

**Administrative Procedures Cross Reference:**

[Emergency Preparedness](#)

[Hazardous Materials Management](#)

**Form Cross Reference:**

[School Yard-Playground Inspection Log](#)

[Playground Inspection Weekly Checklist](#)

[Playground Inspection Monthly Checklist](#)

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**Legal/Regulatory Reference:**

[The Workplace Safety and Health Act](#)

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The Interlake School Division (ISD) is responsible for maintaining a safe and healthy environment in/on all school division properties. Potential hazards are monitored through formal inspections.

The Principal is responsible for the effective administrative management of the day-to-day operation of the school, including managing the school building and grounds. The care, custody, and safekeeping of all school property shall be the general responsibility of the Principal, in co-operation with the Maintenance Supervisor.

It is recognized that the Custodian plays a significant role in supporting the Principal in carrying out these duties.

Inspections of school buildings and grounds need to be completed as outlined below and any concerns/deficiencies addressed within a reasonable time.

- Concerns and deficiencies are to be addressed at the school level as soon as possible.
- If further action is needed, this can be requested via work orders submitted to the Maintenance Department via CIMS.

- If concerns and deficiencies are urgent, the Principal/ Custodian will contact the Maintenance Supervisor.

## **1. Daily Inspections**

### **a) Interior**

- i) Custodian or designate (in schools with no day custodian) performs a daily check of the school building. This includes checking classrooms, gymnasium, doors, lighting, heating units, windows, floors, etc. for any obvious concerns.
- ii) Phys Ed Teacher(s) ensure that the gymnasium space and any equipment they are planning on using that day are safe and ready for use. Any concerns that cannot be addressed by the Phys Ed teacher need to be reported to the Principal and/or Custodian.

### **b) Exterior and Exits**

- i) Custodian performs a daily check of school exits and grounds, including any playground areas for any obvious/visible concerns. Custodian to use the [School Yard-Playground Inspection Log](#).

## **2. Weekly/Monthly/Annual Inspections**

### **a) School Yard/Playground Inspections**

- i) Weekly and monthly inspections are to be conducted by the Custodian or designate (in a school with no day custodian). Custodian to use the [Playground Inspection Weekly Checklist](#) and the [Playground Inspection Monthly Checklist](#).
- ii) If concerns are noted on any of these forms, a work order is issued to the Maintenance Department via CIMS. A copy of each monthly inspection report is to be forwarded to the Maintenance Department. All inspection reports will be retained by the Maintenance Department for a period of five years.
- iii) An annual inspection of the playground equipment is done by the Maintenance Department prior to school commencement.
- iv) On colony schools the Hutterian community is responsible to ensure that schoolyards and playground equipment are safe.

### **b) Gymnasium Inspections**

- i) A gymnasium inspection will be arranged by the Maintenance Department annually.