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 <u>School Yard-Playground</u> <u>Inspection Log</u>.

### 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 <u>Playground Inspection Weekly Checklist</u> and the <u>Playground Inspection Monthly Checklist</u>.
- 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 commencement1 12 T/ff IO (G)]T tau