



School Buildings and Grounds:
 Monthly Report
 Administrative Procedure 6.40B

School:		Month/Year:	
All inspections should be guided by Procedure 6.40 Building and Grounds: Inspections. All deficiencies need to be noted on 6.40A Buildings and Grounds: Concerns.			

PART A: DAILY CHECKS (interior, exterior including playground, exits)									
Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials
M		M		M		M		M	
T		T		T		T		T	
W		W		W		W		W	
Th		Th		Th		Th		Th	
F		F		F		F		F	

PART B: WEEKLY INSPECTIONS (playground)				
Wk1 Date:	Wk2 Date:	Wk 3 Date:	Wk 4 Date:	Wk 5 Date:
Initials:	Initials:	Initials:	Initials:	Initials:

PART C: MONTHLY INSPECTIONS		
Gymnasium	Date Completed:	Initials:
Automated external defibrillator	Date Completed:	Initials:
Fire extinguishers	Date Completed:	Initials:

The inspections listed above have been completed as indicated.	
Head Custodian Signature:	Date:
Submit to Principal on last day of the month.	

PART D: MONTH END	
This month's School Safety and Maintenance Walk – Through has been completed.	
Head Custodian Signature:	Date:
Principal Signature:	Date:

Principal Only: Report any lockdown or evacuation drills completed this month.		
Type of drill:	Date Completed:	Principal's Initials:
Type of drill:	Date Completed:	Principal's Initials:
Type of drill:	Date Completed:	Principal's Initials:

Submit copy to Buildings Supervisor and Safety Officer