



School Buildings and Grounds:  
 Monthly Report  
 Administrative Procedure 6.40B

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

<b>PART A: DAILY CHECKS</b> (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	

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

<b>PART C: MONTHLY INSPECTIONS</b>		
Gymnasium	Date Completed:	Initials:
Automated external defibrillator	Date Completed:	Initials:
Fire extinguishers	Date Completed:	Initials:

<b>The inspections listed above have been completed as indicated.</b>	
Caretaker A Signature:	Date:
<b>Submit to Principal on last day of the month.</b>	

<b>PART D: MONTH END</b>	
<b>This month's School Safety and Maintenance Walk – Through has been completed.</b>	
Caretaker A Signature:	Date:
Principal Signature:	Date:

<b>Principal Only:</b> Report any lockdown or evacuation drills completed this month.		
Type of drill:	Date Completed:	Principal's Initials:
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**Submit copy to Buildings Supervisor and Safety Officer**