## River Delta Unified School District MONTHLY PROPERTY CHECKLIST

Please complete this form and forward the original to (designated office) on Friday of the first week of each month. (Keep a photocopy for your files.) List each item requiring correction and IDENTIFY THE AREA, BUILDING, AND ROOM IN EACH CASE, using the space provided.

Indicate specific action taken in REMARKS section on page 2.

School:			Report I	No:	Date:			<u>.                                    </u>
Inspect	ion made by					Month	Day	Year
		n's Signature	-	Principal's Signature	;			
		SATISFACTORY				SATIS	SFACT	ORY
		YES NO N/A				YES	NO	N/A
1)	FIRE ALARMS		8)	AUTOMATIC SPRIN				
	Detectors undamaged?			Valve locked in open				
	Bells/horns functional?	<u> </u>		position?				
	Date of last fire drill:	/ /		18" clearance below sprinkler heads?	all			
	Date alarm tested: Zones(s) tested:	/ /		Extra heads and wrei	nch	+	+	
	Zones(s) testeu.			available?				
2)	INTRUSION ALARMS			Date of last inspectio	n:		1	1
,	Operable?							
	Date alarm tested:	1 1	9)	HOUSEKEEPING				
	Zone(s) tested:		Trash and garbage p stored?	roperly				
0)	ALIDIO VIOLIAL FOLUDATALE	OFFICE MACHINES		Trash and garbage p	icked un	+	+	_
3)	AUDIOVISUAL EQUIPMENT, COMPUTERS	OFFICE MACHINES,		on schedule?	icked up			
	Stored in designated rooms			Flammable liquids sto	ored in			
	or cabinets?			approved safety cans	and/or			
	Permanently marked?			metal cabinet?				
	Secured to stands?			Dumpsters away fron building?	n			
	Transporting stands safe and			No rooms with heavy	fire	+	+	_
	adequate?			load?	0			
4)	DOORS			No high storage?				
7)	Good repair?			Oily rags stored in pro				
				receptacles and emp	tied			
5)	FENCES/GATES			regularly?				
	Good repair?		10)	LIGHTS (INTERIOR	AND EXT	(FRIOR)		
۵)	ELECTRICAL (NITERIOR AND	EVERIOR)	10)	No broken lights?	THE LAT		$\overline{}$	
6)	ELECTRICAL (INTERIOR AND Switch/junction boxes	DEXTERIOR)		No light burned out?				
	covered?			Adequate lighting?				
	Cords, plugs, wiring,			Diffusors in place?			<u> </u>	
	receptacles in good		445	14/11D014/0 0 010// 14	OLITO			
	condition?		11)	WINDOWS & SKYLIC Latch in good repair?		_		
	Electrical panels			No broken windows/s		+	+	_
	unobstructed? (36" clearance)			140 Brokeri Willdows/c	ntylighto			
	Electrical panel rooms		12)	PLAYGROUND EQU	IPMENT			
	locked?		•	Good condition?				
				Sufficient fall surfacing	ıg			
7)	FIRE EXTINGUISHERS			material?				
	Extinguishers hung properly? (5' or lower)		13)	PREMISES (INTERIO		EXTERIO	)B)	
	Fully charged?	<del>                                     </del>	10)	Sidewalks, walking su			<u> </u>	
	Pin secured?			parking lots, steps, st				
	Accessible?			hallways, ramps, etc.				
	Inspection current?			from slip and trip haz				
				limbs, or obstructions Free of safety hazard		+	+	_
				caused by trees, limb				
				roots?				
				Handrails in place an	d			
				secure?			<del> </del>	+
				Any water leaks in bathrooms?				
				พลแแบบเมอ :				

Monthly Property Checklist - page 2
SATISFACTORY

		YES	NO	N/A		
14)	CAFETERIA, AUDITORIUM, GYNNASIUM					
	In-wall tables in good					
	condition?					
	Do portable tables close and					
	stay closed?					
	Benches and seats in good					
	condition?					
	Bleachers in good condition? Exit lights operating?					
	Emergency lights operating?					
	Locker rooms in good					
	condition?					
	Choking posters properly					
	posted?					
15)	OUTSIDE/ATHLETIC FACILITI	ES				
	Fields in good condition?					
	Bleachers in good condition?					
	Dugouts in good condition?					
	Tennis courts in good					
	condition?					
	Basketball courts in good condition?					
	No chain nets on baskets?					
	Footballs goals safely					
	arranged?					
	Soccer goals safely					
	arranged?					
16)	SWIMMING POOL AREA					
	Depth markings in good					
	condition?					
	Decking in good condition?					
	Bleachers in good condition?					
	Diving boards and towers in good condition?					
	Pool handrails in good					
	condition?					
	Emergency/rescue					
	equipment in place?					
	Rules posted?					
	Filter covers in place?					

		SATISFACTORY				
		YES	NO	N/A		
17)	LADDERS					
,	In good repair?					
	Shock hazard warning posted					
	on aluminum ladders?					
18)	SHOP AREAS/MACHINERY/EQUIPMENT/POWER					
	TOOLS (Instructional & District	Shop A	reas)	1		
	Moving parts guarded?					
	Equipment properly grounded					
	or double-insulated? Tools in good condition?					
	Cords in good condition?					
	Housekeeping in shop area					
	okay?					
	Personal protective					
	equipment available and in					
	good condition?					
19)	ARSON PREVENTION					
	"We-Tip" posters in place?					
20)	ASBESTOS					
	Asbestos-containing building					
	materials in good condition?					
24)	SAFETY DATA SHEETS					
21)	Accessible to employees?	1				
	Updated?					
	Opuateu:		<del> </del>			
22)	INDOOR AIR QUALITY					
,	Are filters clean?					
	Any signs of mold or mildew?					
23)	ELEVATORS/LIFTS					
,	Are elevators/lifts working					
	properly?					
	Are inspections current?					
24)	AUTOMATED EXTERNAL					
	DEFIBRILLATORS (AED)					
	Are they checked regularly					
	based on manufacture recommendations?					
	recommendations?					
25)	OTHER: Specify	1	1	<u>I</u>		
23)	OTTIEN. Specify					

REMARKS	Work Order Submitted	YES	NO
	#		
	#		
	#		
	#		
	#		
	#		
	#		