

**SCHOOL DISTRICT OF MAYVILLE**

720-Rule

**SAFETY INSPECTION PROCEDURES**

The Director of Operations shall be responsible for conducting and/or designating appropriate personnel to conduct all internal District safety inspections. Inspections should not be limited to search for unsafe physical conditions, but should also include examination to detect unsafe practices.

1. All classrooms and facilities shall be inspected annually by the Director of Operations or designated school personnel. A written report shall be filed by the Director of Operations.
2. Appropriate designated personnel shall inspect playground equipment, building bleachers and school equipment quarterly. A written report shall be filed with the Director of Operations.
3. Other buildings and grounds inspections shall be conducted as required and/or deemed appropriate, including local fire department inspections, insurance inspections, school food safety inspections and boiler inspections.
4. Unsafe conditions are to be promptly corrected. It may be necessary for people at the operational level dealing with corrections of hazards to contact the Director of Operations or another resource person for assistance in interpretation of standards or other methods of correction. If unsafe conditions are noted with equipment, the equipment may not be used until repairs are completed. A log of all repairs is to be maintained by maintenance personnel.

All safety reports shall be reviewed by the District Administrator and the Director of Operations for action or recommendations.

APPROVED: November 17, 1975; November 20, 1989

ADOPTED: December 15, 1975; December 20, 1989

REVIEWED:

REVISED: December 3, 2001, February 15, 2010

Signatures of Board Members:

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