

## CUSTODIAL FIRE & SAFETY BUILDING CHECKS PROCEDURE (OPS-P006)

Clarksville-Montgomery County School System

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### 1.0 SCOPE:

- 1.1 This procedure outlines the process of the district's required monthly building fire and safety checks.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 Lead Custodians
- 2.2 Principals/designee
- 2.3 Maintenance Department

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer (COO)
- 3.2 Chief Academic Officer (CAO)

### 4.0 DEFINITIONS:

- 4.1 Lead Custodians: Custodial personnel responsible for cleaning their assigned area and assigning work to the custodians and float custodians assigned to the building.

### 5.0 PROCEDURE:

- 5.1 An automated work order is issued by the Maintenance Department on the first Monday of each month for each school with the following check list of items:
  - 5.1.1 Emergency lighting working throughout the building,
  - 5.1.2 Exits properly marked with operational exit signs,
  - 5.1.3 Panic and fire exit hardware operable on all exit doors, and
  - 5.1.4 Check meter on fire extinguishers.
  - 5.1.5 Ensure all hallways, stairways and exits are free of obstructions.
  - 5.1.6 Ensure 80% of wall space is free of flammables.
  - 5.1.7 Ensure no items are stored within three feet of electric panels.
- 5.2 Lead Custodian or building administrator assigned to school is responsible for checking listed items.
- 5.3 If there is a discrepancy found, it should be corrected by school personnel or a work order must be submitted to the Maintenance Department to have discrepancy corrected.
- 5.4 Work order and check list are signed by the individual who completed the inspection and by the building administrator and returned to the Maintenance Department on or before the required completion date listed on the work order.



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**6.0** Performance Measures: None identified at this time.

**7.0** Interactions:

7.1 CMCSS Schools

**8.0 ASSOCIATED DOCUMENTS:**

8.1 Work Order/check list (computer generated)

**9.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Work order/ check list	Maintenance	2 years	Discard as desired	Secured Building

**10.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/08		Initial Release

**11.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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