## Galt Joint Union School District MONTHLY PROPERTY CHECKLIST Loss Control Program

Please complete this form and forward the original to Tiffany Rich at the District Office on the last day 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.

Schoo	l:				Report	No:	Date:			
lnc= -	ation made by							Month	Day	Year
Insped	ction made by Custodia	an'e Sian	atura			Principal's Si	anature			
	Custodia	arra Oigi	iature			i ililcipai 3 Ol	griature			
			FACTO					SATISI		
4.	FIRE ALABAS	YES	NOT	N/A	ا ۵۰	ALITOMATIC		YES	NOT	N/A
1)	FIRE ALARMS	1	T		8)	AUTOMATIC S		1		1
	Detectors undamaged? Bells/horns functional?					Valve locked in status?	open position			
	Date of last fire drill:		<u> </u>	/	ŀ	18" clearance b	elow all	+ +		
	Date of last fire drift.  Date alarm tested:		/	/		sprinkler heads				
	Zones(s) tested:	1	,	,	ľ	Extra heads and				
						available?				
2)	INTRUSION ALARMS					Date of last insp	pection:	/		/
	Operable?						. =			
	Date alarm tested:		/	/	9)	HOUSEKEEPIN				1
	Zone(s) tested:					Trash and garb	age properly			
۵.		0==10=				stored? Trash and garb	ago piakad up	+		
3)	AUDIOVISUAL EQUIPMENT, (COMPUTERS	OFFICE	MACHII	NES,		on schedule?	age picked up			
	Stored in designated rooms	1	l I			Flammable liqu	ids stored in	† †		
	or cabinets?					approved safety	y cans and/or			
	Permanently marked?					metal cabinet?				
	Secured to stands?					Dumpsters awa	y from			
	Transporting stands safe and				ļ	building?	201 1 6	1		
	adequate?					Status rooms w load?	ith heavy fire			
					ŀ	No high storage	22	+ +		
4)	DOORS	T	T .			Oily rags stored	l in proper	+ +		
	Good repair?	1				receptacles and				
5)	FENCES/GATES					regularly?	'			
3)	Good repair?									
		- II	Į.	-	10)	LIGHTS (INTER		ERIOR)		1
6)	ELECTRICAL (INTERIOR AND	EXTER	RIOR)		ļ	Free of broken		1		
	Switch/junction boxes					Free of burned Adequate lighting		+ +		
	covered?				ŀ	Diffusors in place		+		
	Cords, plugs, wiring,				ŀ	Dillusors in plac	JC:			l
	receptacles in good condition?				11)	WINDOWS & S	KYLIGHTS			
	Electrical panels				´	Latch in good re				
	unobstructed?					Windows/ skylig	ghts Free of			
	(36" clearance)					damage?				
	Electrical panel rooms									
	locked?				12)	PLAYGROUND		1		1
٠,	FIDE EVENIOUS SECTION					Good condition		+ +		
7)	FIRE EXTINGUISHERS	1	I			Sufficient fall su material?	irracing			
	Extinguishers hung properly? (5' or lower)					material:				
	Fully charged?				13)	PREMISES (IN	TERIOR AND E	XTERIO	R)	
	Pin secured?				- '	Sidewalks, walk	king surfaces,		_/	
	Accessible?					parking lots, ste				
	Inspection current?					hallways, ramps				
						from slip and tri				
						limbs, or obstru Free of safety h		+		-
						caused by trees	iazaius s limbs or			
						roots?	5, m1105, 01			
					ŀ	Handrails in pla	ce and	† †		
						secure?				
						Bathrooms free	of water			
						leaks?		1		

## Monthly Property Checklist - page 2

		SATISFACTORY		
		YES	NO	N/A
4.4\	CAFETERIA, AUDITORIUM, G			IN/A
14)		TININASI	TUM	1
	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?			
4.5\	OUTODE ATURETO FACILITA	150		
15)	OUTSIDE/ATHLETIC FACILITI	IES .	1	1
	Fields in good condition?			
	Bleachers in good condition?			
	Dugouts in good condition?			
	Tennis courts in good			
	condition?			
	Basketball courts in good			
	condition?			
	Chain nets on baskets?			
	Footballs goals safely			
	arranged?			
	Soccer goals safely			
	arranged?			
16)	ELEVATORS/LIFTS			
	Are elevators/lifts working			
	properly?			
	Are inspections current?			
17)	INDOOR AIR QUALITY			
	Are filters clean?			
	Any signs of mold or mildew?			
	-			

	SATISFACTORY						
	YES	NO	N/A				
LADDERS							
In good repair?							
Shock hazard warning posted on aluminum ladders?							
SHOP AREAS/MACHINERY/EQUIPMENT/POWER TOOLS (Instructional & District Shop Areas)							
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?							
ARSON PREVENTION							
"We-Tip" posters in place?							
ASBESTOS	T	,	,				
Asbestos-containing building materials in good condition?							
MATERIAL SAFETY DATA SHEETS							
Accessible to employees?							
•							
OTHER: Specify							
	In good repair? Shock hazard warning posted on aluminum ladders?  SHOP AREAS/MACHINERY/E-TOOLS (Instructional & District 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?  ARSON PREVENTION  "We-Tip" posters in place?  ASBESTOS  Asbestos-containing building materials in good condition?  MATERIAL SAFETY DATA SH Accessible to employees?  Updated?	In good repair? Shock hazard warning posted on aluminum ladders?  SHOP AREAS/MACHINERY/EQUIPME TOOLS (Instructional & District Shop Al 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?  ARSON PREVENTION  "We-Tip" posters in place?  ASBESTOS  Asbestos-containing building materials in good condition?  MATERIAL SAFETY DATA SHEETS  Accessible to employees? Updated?	In good repair? Shock hazard warning posted on aluminum ladders?  SHOP AREAS/MACHINERY/EQUIPMENT/POI TOOLS (Instructional & District Shop Areas) 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?  ARSON PREVENTION "We-Tip" posters in place?  ASBESTOS Asbestos-containing building materials in good condition?  MATERIAL SAFETY DATA SHEETS Accessible to employees? Updated?				

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