



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

Clarksville-Montgomery County School System

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 Building 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 The first Monday of each month the Lead Custodian will print OPS-F021 and complete 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
 - 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.
 - 5.1.8 Ensure that all mechanical and electrical rooms are not being used for storage.
 - 5.1.9 Ensure that flammable and combustible liquids and gases are stored in proper areas and containers.
 - 5.1.10 Ensure that all exterior doors close properly when the fire alarm is tested monthly.
 - 5.1.11 Ensure Fire Marshal Folder is complete and up to date.



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5.1.12 Check AED battery

5.1.13 Check storm drains for cracked, rusted or damaged grates.

5.1.14 Check grounds for tripping hazards and holes.

5.2 If there is a discrepancy found, it should be corrected by school personnel or a work order must be submitted to the Building Maintenance Department to have the discrepancy corrected.

5.3 Work order and checklist are approved/signed by the individual who completed the inspection and by the building administrator. These documents are placed in the Fire Marshal folder at their location.

6.0 ASSOCIATED DOCUMENTS:

6.1 Work Order (computer generated)

6.2 OPS-F021 Custodial Fire and Safety Building Checklist

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Work order	Maintenance or building's Fire Marshal folder	2 years	Discard as desired	Secured Building
OPS-F021	Maintenance or building's Fire Marshal folder	2 years	Discard as desired	Secured Building

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/09/08		Initial Release
4/29/15	A	Update formatting and logo, Change "Maintenance Dept." to Building Maintenance Department" throughout procedure, Change "check list" to checklist, Add 5.1.8, 5.1.9 & 5.1.10, update flowchart.
9/23/19	B	5.1 Deleted "An automated work order is issued by the Building Maintenance Department on" and "for each school with the"; Added "the Lead Custodian will print OPS-F021 and complete the"; Deleted "5.2 Lead Custodian or building administrator assigned to school is responsible for checking list items."; 5.1.3 Deleted "and"; Added "5.1.11 Ensure Fire Marshal Folder is complete and up to date. 5.1.12 Check AED battery, 5.1.13 Check storm drains for cracked, rusted or damaged grates, 5.1.14 Check grounds for tripping hazards and holes"; 5.3 Added "approved/"; 6.1 Deleted "/checklist"; Added "OPS-F021 Custodial Fire



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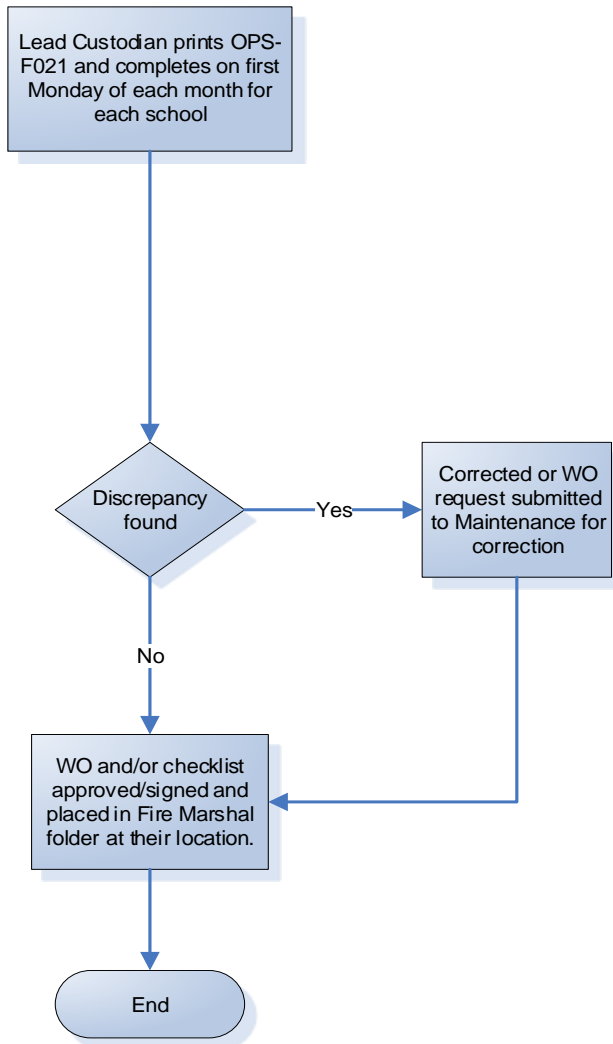
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and Safety Building Checklist”; 7.0 Updated Record Retention Table to reflect revisions; Updated 9.1 Flowchart to reflect revisions.

10/10/19 C 5.3 Deleted “and returned to the Building Maintenance Department on or before the required completion date listed on the work order.”, added “These documents are placed in the Fire Marshal folder at their location.”; Updated 7.0 Retention Table and 9.1 Flowchart.

9.0 FLOWCHART:

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



*** End of Procedure ***