

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

731.2

### BUILDING CHECKS

Building checks are to be made on weekends and at such other times as is necessary or required by the District Administrator. Building checks shall be made by designated maintenance or custodial personnel and shall consist of:

1. Checking all entrances to the building to determine that they are secure.
2. Checking all boilers to see that they are functioning properly.
3. Checking for running water.
4. Checking internal areas – audiovisual storage, office areas and kitchens.

Night custodians and those handling services for special events or activities shall make sure the above checks are made before leaving the building.

APPROVED: August 12, 2002

REVISED: February 11, 2008