

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

704-AR-1. BUILDING MAINTENANCE INSPECTION REPORT

School/Site: _____ Date: _____

Inspected By: _____

This form is a reminder of general areas and items to be inspected. Check each item "Acceptable" or "Needs Attention." All "Needs Attention" items must include location, and the date corrected must be noted.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Inside Electrical				
Switches				
Receptacles				
Lights				
Inside Plumbing				
Toilets				
Sinks				
Drains				
Fixtures				
Inside Carpentry				
Windows				
Doors				
Floors				
Painting				
Outside Electrical				
Lights				
Power				
Lines and Poles				
Outside Plumbing				
Sewer				
Gutter				
Drains				
Downspouts				

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Outside Carpentry				
Roof				
Painting				
Doors				
Windows				
Grounds				
Shrubs				
Trees				
Fencing				
Playground				
Playground Equipment				
Playground Poles				
Downspouts				
Other				

Comments: _____

Copies of this form will be forwarded to the building principal and the Director of Buildings and Grounds. The inspecting employee will retain a copy.

Signature of Recipient

Date Received