

Plymouth Community School Corporation Custodians Checklist

These areas are to be inspected and forms completed monthly. Any repairs or comments MUST be accompanied by a work order. It is the Head Custodians responsibility to retain original signed forms for record retention. All forms are subject to scheduled and random inspections.

School: _____

Date: _____

BLEACHERS

Description	Yes	No
Do all the seats and foot fasteners appear to be in place?		
Is all "grip tape" in place on step treads?		
Do you hear any unfamiliar noises that may indicate a problem?		
Notes:	_____	

BASKETBALL GOALS

Description	Yes	No
Do all inside backstops work well when being retracted?		
Are all outside backstops in safe condition?		
Are all safety stops working?		
Notes:	_____	

OVERHEAD WRESTLING MAT LIFTS

Description	Yes	No
Operates safely and correctly?		
Straps in good condition?		
Notes:	_____	

GENERAL BUILDING

Description	Satisfactory	Unsatisfactory
Emergency Wall Lighting		
Exit Lights		
Exit Lights with Batteries		
All Fire Extinguishers		
External Doors Close and Lock Properly		
Notes:	_____	

ROOF DRAINS (WEB and RS Exempt)

Description	Satisfactory	Unsatisfactory
Check and clean all debris and sentiment from entry point at top of roof.		
Check and clean all debris and sentiment from discharge point of drain.		
During winter, ensure all snow and ice are away from drain at both points.		
Notes:	_____	

Head Custodians Signature: _____