

DeForest Area School District  
Administrative Regulation

<b>TITLE:</b> <b>BUILDING AND GROUNDS SAFETY INSPECTIONS</b>	<b>NUMBER: AR 9.4(1)</b>
<i>Executive Limitation: EL 9, Asset Protection (9.4 – Maintenance Program)</i>	
<b>Recorded as Administrative Regulation:</b> <i>Established: 3/8/04                      Revisions:</i>	
<b>Origin as Board Of Education Policy: Personnel 721</b> <i>Established: 8/14/95                      Revisions:</i>	

To help prevent injury and/or property damage that may be caused by any unsafe conditions or practices. All school buildings shall be inspected at least once each year for unsafe physical conditions or practices. The Supervisor of Buildings and Grounds shall coordinate, supervise and participate with the individual school building inspection.

A correction request plan and/or work order shall be initiated within one week of identifying any deficiency and shall be kept on file. The Supervisor of Buildings and Grounds shall review the correction request plan for implementation planning based upon urgency and cost.

Whenever a staff member identifies an unsafe condition or practice, they should notify their principal and submit a work order.

**Reference:**

Board Policy, EXECUTIVE LIMITATIONS, Facilities  
Board Policy, EXECUTIVE LIMITATIONS, Treatment of Staff  
Board Policy, EXECUTIVE LIMITATIONS, Treatment of Students