

MONTHLY INSPECTIONS

Monthly Facility Security Inspection Report

School/Site

NIS

Date

2/28/18

Inspector

Bob Seiter

This form is a reminder of general areas and items to be inspected. Check each item "acceptable" or "needs attention." All "needs attention" items shall include location and the date corrected shall be noted. This form shall be sent to the Superintendent/designee. A copy shall be kept by the employee completing the inspection.

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
Perimeter				
Authorized vehicle traffic only		✓		
Perimeter gates operable		✓		
Dumpsters are located away from buildings		✓		
Access to roof is limited		✓		
Directional signs on curbs and streets		✓		
Landscaping arranged to prevent blind spots		✓		
Walkways are not obstructed		✓		
Exterior lighting in operation		✓		
Condition of perimeter fencing		✓		
Buildings				
Designated visitors' entrance is clearly marked		✓		
Doors to high-risk areas are locked		✓		
Door hinges have nonremovable pins		✓		
Door frames made of pry-proof metal		✓		
Doors have security glass		✓		
Windows have latches		✓		
Miscellaneous openings secured (roof, coal chute, crawl space)		✓		
Files, safes, and vaults secured		✓		
Fire alarms and smoke detectors operational		✓		
Traffic Control				
Parking lot/through and cruising traffic		✓		
Speed bumps		✓		
Access to student vehicles is limited		✓		
Parking areas are clearly identified		✓		
Parking lots located in direct visual observation		✓		
School vehicles are parked within school perimeter		✓		
Vehicle entry to playground or activity areas is blocked		✓		

Putting in new after - pm dismissal 3/1/18

Monthly Facility Security Inspection Report

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<u>Lighting</u>				
Exterior lights have break-resistant lenses or mesh covers		✓		
Access points are well-illuminated		✓		
Loading and unloading zones are well-illuminated		✓		
Lights are mounted in a way to reduce shadow areas		✓		
Lights provide illumination without glare		✓		
Back-up or supplementary lighting in case of power failure		✓		
Lights inspected and replaced regularly		✓		
<u>Security Measures</u>				
Security system operational		✓		
Key control system		✓		
Proper identification and inventory program		✓		
Locks and/or latches in good condition		✓		
Anchor pads or locking devices on portable equipment		✓		
Alarm system operational and in good repair		✓		
School security officers' services		✓		
Incident reporting procedure		✓		
After-hours law enforcement checks		✓		

A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.



Recipient's Signature

 2/25/18
Date

1. MONTHLY EMERGENCY LIGHT INSPECTION

Date 2/28/18 School NIS

Visually and manually test lights ✓

Date tested 2/28/18

of non working units

Location of units

Comments

If parts need to be ordered, send the old part as the sample to be ordered.

2. MONTHLY EXIT LIGHT INSPECTION

Visually inspected 2/28/18

of non working units

Location of unit

Comments:

If parts need to be ordered, send the old part as the sample to be ordered.

Inspected by [Signature]

Date 2/28/18

Monthly, send a copy of these reports to: Tim Grayson's office.

DEFIBRILLATOR
Monthly Inspection

Date 2/28/18 School NIS

Please indicate by a checkmark.

✓ Green check mark in right hand window indicates unit is okay. If you see an X this means the unit is not ready for use (failed self test). Contact property office.

✓ Green tab (check date on tab to make sure the adult pads have not expired).

✓ Blue tab (check date on tab to make sure that the pediatric pads have not expired).

Maintenance Checklist

School/Site NIS Date 2/28/18
 Inspector Bob Seitor

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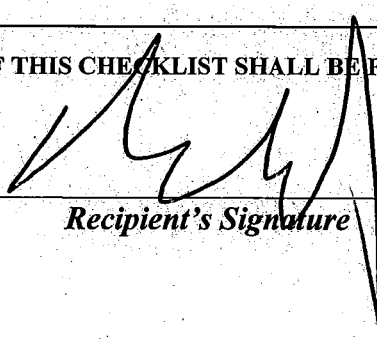
Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<u>Inside Electrical</u>				
Switches	Room 101	✓ except	Room 101	
Receptacles		✓		
Lights		✓		
<u>Inside Plumbing</u>				
Toilets		✓		
Sinks		✓		
Drains		✓		
Fixtures		✓		
<u>Inside Carpentry</u>				
Windows		✓		
Doors		✓		
Floors		✓		
Painting		✓		
<u>Outside Electrical</u>				
Lights		✓		
Power		✓		
Lines and Poles		✓		
<u>Outside Plumbing</u>				
Sewer		✓		
Gutter		✓		
Drains		✓		
Downspouts		✓		
<u>Outside Carpentry</u>				
Roof		✓		
Painting		✓		
Doors		✓		
Windows		✓		

Maintenance Checklist

Area Inspected	Location(s)	Condition		
		Acceptable	Needs Attention	Date Corrected
<u>Grounds</u>				
Shrubs		✓		
Trees		✓		
Fencing		✓		
Playground		✓		
Playground Equipment		✓		
Playground Poles		✓		
Downspouts		✓		
<u>Other</u>				

Comments: _____

A COPY OF THIS CHECKLIST SHALL BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR



 Recipient's Signature

 2/25/18
 Date Received
 Review/Revised: 2/28/2006

NEWPORT INDEPENDENT SCHOOLS

301 E. 8TH STREET

NEWPORT, KENTUCKY 41071

Board Policy 05.41 states that a fire drill must be held twice the first two weeks of school and once a month thereafter.

SCHOOL FIRE DRILL REPORT

Date 2/28/18

School NIS

Address 95 W 9th ST Newport, KY 41071

Number of rooms 56 Students 481 Teachers/Staff 64

Time to evacuate building: Minutes 2 Seconds 05

	YES	NO
Did all pupils, teachers, office personnel and janitors leave the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all audible alarms working?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are additional locks, bolts or chains used on doors after hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are such locks and etc. removed or locked in the open position when the building is occupied?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all fire doors in proper operating condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does all panic hardware operate properly on all exit doors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remark Revised stairwell plan in place based on January issues

[Signature]
Signature of Principal

Principals:

Please send a copy to the office of John Sowinsky