

Monthly Facility Security Inspection Report

School/Site Newport Primary Date 3/8/18
 Inspector Tim Highfchew

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		/		

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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.

[Signature]
 Recipient's Signature

3/8/19
 Date

Review/Revised: 2/28/06

1. MONTHLY EMERGENCY LIGHT INSPECTION

Date 3/8/18 School Newport Primary

Visually and manually test lights

Date tested

of non working units

Location of units

✓
3-8-18
0

Comments _____

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

2. MONTHLY EXIT LIGHT INSPECTION

Visually inspected

of non working units

Location of unit

✓
0

Comments: _____

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

Tim Highfellow
Inspected by

3/8/18
Date

Monthly, send a copy of these reports to Mr. Sowinsky's office.

DEFIBRILLATOR
Monthly Inspection

Date 3/8/10 School Newport primary

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).