Building Solutions

Campus Facilities Summer Checklist

Action Required:	Notes:
Annual Fire Dept. Inspection – Most fire departments intend to inspect schools annually. Guide them to visit your campus in the summer, when it's more convenient for you, by initiating the appointment.	
Annual Fire Alarm Test and Inspection – Required for each monitored fire alarm system under NFPA guidelines. Conducted by a 'qualified inspector, usually your fire alarm contractor. Should include smoke detector sensitivity testing and verification that all devices affected by the fire alarm are operating properly, such as electric door locking systems, fans, and elevators.	
Annual Fire Sprinkler Test and Inspection – In addition to the fire alarm testing above, also required annually, following NFPA guidelines. In most schools, it's done by a separate contractor. Includes flow measurement, condition of standpipes, fire pumps, valves, fire department connection (FDC), sprinkler heads, signage.	
Annual Campus Fire Extinguisher Inspections – Include ones in fleet vehicles and areas that are sometimes forgotten, like ceramic kiln room, maintenance shop, theater backstage areas. If you don't have an inventory already, have the vendor mark up a campus map showing where each extinguisher is located, for future reference and for your internal inspection use.	
Kitchen Fire Suppression – Usually a separate vendor that specializes in packaged dry or wet chemical fire suppression systems in exhaust hoods. In many municipalities, these inspections are required semi-annually. .	
Gas Line Inspection - Most jurisdictions require that gas service valves and any exposed gas lines be inspected annually. Sometimes licensed plumbers are required for this inspection, using approved regulatory forms.	
Boilers – Best practices call for annual boiler inspection and most boilers are required to have a state-qualified inspection on some regular basis—1,2 or 3 years. Permits are renewed following inspection, normally. For some installations, a qualified boiler operator should also be licensed. Summer is an ideal time to perform the regular inspection of tubes.	
Backflow Preventer Inspections – Best practices call for regularly checking all check valves in the potable water system, including irrigation, cooling tower and boiler makeup. Water utilities or building inspection departments sometimes require the property owner to arrange for these inspections.	
Science Lab Chemical Inventory – Knowledgeable risk manager or technically qualified person should verify compatibilities of chemicals stored together, expired chemicals, condition of containers, operation of fume exhaust, locking and security of chemical storage.	
Grease Trap Maintenance – Sometimes this is forgotten, where you have low volume and accountability is not clear between the food service and facilities staff.	
Acid Waste Maintenance—Photo labs and science labs sometimes have acid waste systems that require replenishing chemicals or periodic maintenance of some type.	

Vehicles, Mowers, Carts – Longer cycle maintenance routines, safety inspections, tires, upholstery repairs, mower tune-ups	
Verify Smoke Damper and Fire Door Operation - Exercise linkages and mechanical components to be sure they will operate as intended, in the event of an emergency	
Exercise Valves – Inventory those little-used shutoff valves and exercise them at the same time, so they will function when needed; if none exists, map all emergency water and gas shutoffs. Include those in science labs and shop areas.	
Electrical Maintenance – Perform thermographic survey (infrared scan) of larger electrical panels, transformers, switches. Where equipment is 25 years old or more, this should be done annually. Some operators perform scans on 50% of campus each year. Some insurance carriers, such as FM Global, will perform at no cost to the school as a sound risk management practice. Regular electrical maintenance may also involve shutting down major service for cleaning switchgear, replacing worn breakers.	
Emergency Lighting – Egress lighting fixtures should be tested regularly and batteries replaced when they reach the end of their scheduled lives. Check exit lights and bulbs at the same time.	
Roof Inspections and Repairs – While roof replacements of certain roofs may be scheduled for the summer, routine condition inspections should be scheduled for all roofs. Repairs will be less expensive in the fall, after the roofing industry has completed its peak workload in the summer.	
Pest Management – Conduct any pest control inspections or treatments throughout your campus. Summer time is an ideal time to treat areas while staff & students are not in session.	
Asbestos Activities - Annual ""awareness training"", semi-annual surveillance, and AHERA re-inspection (every 3 years) may be less disruptive in the summer months. Also, if your staff needs refresher training, perhaps it can be done for all at the same time for a bargain rate. Have the Asbestos Management Plan updated to reflect any recent construction changes. (e.g. summer renovations, additions, personnel changes	
Annual Elevator and/or Wheelchair Lift Inspections - Safety inspection by a state licensed QEI (Qualified Elevator Inspector) is required in most states, in order to apply for a permit renewal.	
Playground Inspection and Maintenance - All playground areas and equipment should be inspected for excessive wear, deterioration and any potential hazards and a comprehensive maintenance program should be developed for each playground.	
Training – Schedule training for the coming months. Suggested topics may include: Bloodborne Pathogens, Asbestos Awareness, Fire Safety Awareness, Hazard Communication, IPM Awareness, Playground Safety, and Indoor Air Quality.	
Safety Equipment – Check that all equipment is available and in good working order, staff is trained in its use. Remember shop area hearing and eye protection, eyewash and showers, battery charging stations, science labs, vehicles, athletic and public assembly areas, art rooms and workshops.	

Administration - Catch up on documenting procedures, record keeping, reviewing performance of recurring contracted services and employees, checking completeness of MSDS library, confirming that safety procedures and postings are in order.	
Planning – Some improvements to facilities operations can't be done immediately and may require outside help. This may be a good season to step back and take a look at how the department is running and put 2 or 3 things on your dream list—e.g. setup a more formal PM program? Adopt a software solution to work order management? Conduct an energy audit or find a better way to analyze energy usage? Schedule a facility audit to help you voice the need for more financial support of facilities?	

Contact Bill Keslar at bkeslar@buildingsolns.com or 214-221-9145 for further information or assistance.

This checklist is provided as a service of Building Solutions to the independent school community. We welcome collaboration from others in the community. If you have ideas or comments for improvement, please send them to us so we can improve this tool for future users.