



## KENORA CATHOLIC DISTRICT SCHOOL BOARD

### 100 General Administration Procedures

#### AP 117: School Inspections

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The Kenora Catholic District School Board recognizes and supports the importance of cleanliness and safety for its staff, students and the general public. With this comes the responsibility of maintaining a clean and safe environment in all of the board's facilities. This procedure incorporates guidelines that must be administered uniformly throughout the board in order to meet the Kenora Catholic District Board's commitment to providing a safe and clean school environment.

#### Purpose:

The purpose of the School Inspection Report - Plant is to inspect school facilities to determine their condition and cleanliness levels. This exercise recognizes quality as well as areas requiring attention or improvement. Inspections are conducted on an annual basis and involve the following personnel:

- i) Manager of Operational Services
- ii) Principal or his/her designate
- iii) Head Custodian or Custodian

#### Procedure:

1. Not all areas of a facility require inspection, however enough rooms and areas must be visited to provide an accurate assessment of the facility's condition.
2. Areas are to be assessed for general cleanliness only. This is not a technical report as much as a customer satisfaction report within an identification process.
3. Reports are to be completed by, i) appropriate manager, ii) principal or designate, iii) head custodian or custodian. A consensus must be reached on a plan of action to effect improvements where required. See Form #063 – School Condition Report
4. Head custodian, custodian or designate must sign off on the School Condition Report where items needing improvement are completed and forwarded to Manager of Operational Services.

5. Assessment/comments on items requiring attention will be made on last page of the School Condition Report.
6. Inspection timing shall be determined at least four (4) weeks in advance with equal input from involved stakeholders.
7. The rating system range is from 1 to 5 with 5 being the highest rating and 1 being the lowest rating.

Forms associated with this procedure:

Form #063 – School Condition Report

Effective Date: March 1, 2010  
Latest Review Date: April, 2010, August 23, 2011, November 2011