



# CUSTODIAL MONTHLY INSPECTION REPORT

SCHOOL: \_\_\_\_\_

TIME: \_\_\_\_\_

RATING DESCRIPTOR:

DATE: \_\_\_\_\_

WEATHER: \_\_\_\_\_

E = EXCELLENT

NA = NOT APPLICABLE

VG = VERY GOOD

G = GOOD

OVERALL

F = FAIR

RATING: \_\_\_\_\_

|                        |  |               |                 |
|------------------------|--|---------------|-----------------|
| <b>MAIN ENTRANCE</b>   | <b>AREA</b>                                  | <b>RATING</b> | <b>COMMENTS</b> |
|                        | EXTERIOR                                     |               |                 |
|                        | WALLS  |               |                 |
|                        | GLASS & DOORS                                |               |                 |
|                        | ENTRANCE MATTING                             |               |                 |
|                        | FLOORS                                       |               |                 |
|                        | CORNERS                                      |               |                 |
|                        | GENERAL APPEARANCE                           |               |                 |
| <b>MAIN LOBBY</b>      | <b>AREA</b>                                  | <b>RATING</b> | <b>COMMENTS</b> |
|                        | FLOORS                                       |               |                 |
|                        | EDGING                                       |               |                 |
|                        | WALLS  |               |                 |
|                        | GLASS  |               |                 |
|                        | GENERAL OFFICE                               |               |                 |
| <b>MAIN WASHROOMS</b>  | <b>AREA</b>                                  | <b>RATING</b> | <b>COMMENTS</b> |
|                        | FLOORS                                       |               |                 |
|                        | FIXTURES                                     |               |                 |
|                        | SHOWERS                                      |               |                 |
|                        | GENERAL APPEARANCE<br>INCLUDING DOOR HANDLES |               |                 |
| <b>SECOND ENTRANCE</b> | <b>AREA</b>                                  | <b>RATING</b> | <b>COMMENTS</b> |
|                        | EXTERIOR                                     |               |                 |
|                        | WALLS  |               |                 |
|                        | GLASS & DOORS                                |               |                 |
|                        | ENTRANCE MATTING                             |               |                 |
|                        | FLOORS                                       |               |                 |
|                        | CORNERS                                      |               |                 |
|                        | GENERAL APPEARANCE                           |               |                 |
| <b>HALLWAYS</b>        | <b>AREA</b>                                  | <b>RATING</b> | <b>COMMENTS</b> |
|                        | FLOORS                                       |               |                 |
|                        | WALLS/EDGES/CORNERS                          |               |                 |
|                        | GENERAL APPEARANCE                           |               |                 |

|  |   |               |                 |
|--|---|---------------|-----------------|
| <b>CLASSROOMS</b>                          | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | EDGING  |               |                 |
|  | FLOORS  |               |                 |
|  | WALLS   |               |                 |
|  | COUNTERS                                      |               |                 |
|  | GLASS   |               |                 |
| <b>LIBRARY</b>                             | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | CARPET  |               |                 |
|  | CORNERS                                       |               |                 |
|  | WALLS   |               |                 |
|  | TABLES  |               |                 |
| <b>MENS/WOMENS</b>                         | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | FLOORS  |               |                 |
|  | CARPET  |               |                 |
|  | SHOWER(S) IF APPLICABLE                       |               |                 |
|  | VANITY & MIRRORS                              |               |                 |
|  | WALLS   |               |                 |
|  | LOCKERS                                       |               |                 |
|  | FIXTURES                                      |               |                 |
| <b>GYMNASIUM</b>                           | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | FLOORS  |               |                 |
|  | WALLS   |               |                 |
|  | DOOR(S)                                       |               |                 |
|  | GLASS   |               |                 |
| <b>WHMIS INSPECTION</b>                    | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | SECONDARY LABELS                              |               |                 |
|  | MSDS ON HAND                                  |               |                 |
|  | BINDER UP TO DATE                             |               |                 |
| <b>BUILDING EXTERIOR</b>                   | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | SIDEWALKS – CLEAN                             |               |                 |
|  | GROUNDS – GRASS CUT/<br>REFUSE COLLECTED      |               |                 |
|  | GRAFFITI                                      |               |                 |
|  | GLASS/WALLS – ANNUAL<br>WASH AS PER CHECKLIST |               |                 |
| <b>FIRE EXTINGUISHER<br/>MONTHLY INSP.</b> | <b>AREA</b>                                   | <b>RATING</b> | <b>COMMENTS</b> |
|  | CHECK PIN                                     |               |                 |
|  | CHECK IF FULLY CHARGED                        |               |                 |
|  | CHECK NOZZLE                                  |               |                 |
|  | CLEAR ACCESS TO                               |               |                 |

