



# Division of Public School Academic Facilities and Transportation

## Maintenance Inspection Report

Report # \_\_\_\_\_  
*District LEA / Campus LEA / # of visits to District*

Type: \_\_\_\_\_

1. District name: \_\_\_\_\_

Date: \_\_\_\_\_

2. Building (facility) & LEA #: \_\_\_\_\_

5. Is facility Academic or Non-Academic? \_\_\_\_\_

3. Grade configuration: \_\_\_\_\_

6. Walk-thru of facility conducted? \_\_\_\_\_

SF of facility (original): \_\_\_\_\_

7. GPS coordinates of facility:

SF of facility (addition): \_\_\_\_\_

North: \_\_\_\_\_

SF of facility (addition): \_\_\_\_\_

West: \_\_\_\_\_

Total SF of facility: \_\_\_\_\_

4. Facility built date (original) \_\_\_\_\_

Facility built date (addition): \_\_\_\_\_

Facility built date (addition): \_\_\_\_\_

**NOTE:** State Mandated inspections and life safety deficiencies will be reported directly to the (1) Local or State Fire Marshal (ASP), (2) Arkansas Department of Health, (3) Arkansas Department of Labor, or (4) Arkansas Department of Environmental Quality.  
**SM = State Mandated Inspections performed by the District or Agency**

**8. Corrective Maintenance / Preventative Maintenance items observed:**  
(Checked = Visual inspection of system or component, N/A = Not Applicable, N/C = Not Checked)

### Roofs

- System/component appears ok
- Debris on roof
- Drains appear clogged
- Possible leak
- See comment

### Type of Roof:

- Metal
- Membrane
- Built-up
- Asphalt shingle

### Exit Lights

- System/component appears ok
- No monthly inspection
- SM**  Missing (1)
- Not operational (1)
- See comment

### Plumbing

- System/component appears ok
- Possible leak
- Missing or broken faucet/fixture
- No hot water available
- Possible clogged floor drain
- SM**  No annual back-flow inspection (2)
- SM**  Annual gas pressure test completed (2)
- SM**  Sewage treatment system inspected (4)
- See comment

### HVAC System

- System/component appears ok
- Air filter appears dirty
- Flammable material stored in closet
- Return air appears obstructed
- Combustion air appears inadequate
- See comment

### Fire Safety

- SM**  Bi-Annual Inspection (1)



Report # \_\_\_\_\_

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**8. Corrective Maintenance / Preventative Maintenance items observed: - CONTINUED**

**Hot Water Boilers & Heaters**

- System/component appears ok
- No annual or current inspection (3)
- Possible leak
- Flammable material by water heater
- Relief valve not piped properly (3)
- Boiler not in service
- See comment

**Electrical System**

- System/component appears ok
- Appears GFCI may be needed (3)
- Blocked electrical panel
- Missing or broken receptacle or cover
- Missing breaker or blank cover
- See comment

**Doors / Windows**

- System/component appears ok
- Window appears damaged
- Door hardware appears non-operational
- Door hardware not ADA compliant (1)
- See comment

**Interior / Exterior Lighting**

- System/component appears ok
- Light(s) inoperative
- Fixtures missing globes or diffusers
- Fixture damaged or missing
- See comment

**Emergency Lighting**

- System/component appears ok
- No monthly inspection
- Appears inoperative (1)
- Missing (1)
- See comment

**Floor Coverings**

- System/component appears ok
- Possible future trip hazard
- Damaged floor tiles
- Carpet loose or frayed
- See comment

**Grounds Maintenance**

- System/component appears ok
- Possible trash problem
- Grass appears to need mowing
- Shrubs/trees appear to need trimming
- Fence appears to need repair
- Storage tank(s) inspected (4)
- See comment

**Fire Extinguishers**

- System/component appears ok
- No monthly inspection (1)
- No annual re-charge (1)
- Extinguisher missing (1)
- Extinguisher discharged (1)
- See comment

**Kitchen / Equipment**

- System/component appears ok
- Annual food service inspection completed (3)
- Possible safety concern
- Appears to need cleaning
- See comment

**Fire Alarm**

- System/component appears ok
- No monthly test (1)
- No annual inspection (1)
- No system (1)
- System not operational (1)
- See comment

**Playground Equipment**

- System/component appears ok
- No monthly inspection
- Damaged equipment
- Appears to need fall surface/zone
- Possible trip hazard
- See comment

**Stairwells**

- System/component appears ok
- Possible trip hazard on stair treads
- Handrail loose or missing
- See comment



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## 8. Corrective Maintenance / Preventative Maintenance items observed: - CONTINUED

### Fire Sprinkler Systems

- System/component appears ok
- SM**  No annual inspection (1)
- See comment

### Athletic Field Maintenance

- System/component appears ok
- Grounds appear to need maintenance
- Possible trip hazard
- Fence appears to need repair
- See comment

### Elevators & Wheelchair Lifts

- System/component appears ok
- SM**  No annual inspection (3)
- See comment

### Kitchen Hood Vent / Suppression System

- System/component appears ok
- Appears to need cleaning
- SM**  Suppression system inspected (1)
- See comment

### Interior / Exterior Finishes

- System/component appears ok
- Ceiling tile(s) appears damaged
- Ceiling tile(s) missing
- Needs painting/repairs
- SM**  Asbestos inspections completed
- See comment

### Masonry & Concrete Building Exteriors

- System/component appears ok
- Possible erosion at the foundation
- Crack in exterior masonry
- Crack in interior masonry
- Crack in concrete floor
- See comment

### Sidewalks, Driveways, Parking Areas, & Paved Play Areas

- System/component appears ok
- Concrete cracked/spalding - Possible trip hazard
- Possible drainage problem
- See comment

### Shop Equipment

- System/component appears ok
- Not properly shielded
- Not properly secured
- Other - See comment

### Marked Parking Lots, ADA Compliance, Fire Lanes, Bus / Car Unloading Areas

- System/component appears ok
- Appears to need ADA marking (3)
- See comment
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### 9. Corrective Maintenance / Preventative Maintenance comments:

**All corrective and preventative maintenance items checked appear to be well maintained except:**

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# Division of Public School Academic Facilities and Transportation

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## 10. State Agency / State Mandated

Any outstanding reports or documents to check? \_\_\_\_\_

Comments \_\_\_\_\_

## 11. Custodial (include equipment and storage):

### Storage Areas

- Ok
- Closet appears unorganized
- Chemical container(s) not labeled
- Flammable materials improperly stored (1)
- See comment

### Restrooms

- Ok
- Floor appears to need cleaning
- Area appears clean
- Possible odor problem
- See comment

### Hallways / Classrooms / Offices

- Ok
- Floors appear to need cleaning
- Area appears clean
- See comment

### Gymnasiums / Locker Rooms

- Ok
- Floor appears to need cleaning
- Area appears clean
- Possible odor problem
- See comment

Custodial comments: \_\_\_\_\_

Summary of the general condition of the facility: \_\_\_\_\_

**Action items (follow-up required): Add additional pages, if necessary.**

**INSTRUCTIONS FOR DISTRICT PERSONNEL: Please (1) create a Work Order in C.M.M.S. (SchoolDude) for all appropriate item(s) noted, then (2) e-mail the Work Order number(s) to the Division so progress toward completion may be tracked.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**All observations are external. No performance tests were conducted.  
Any observations noted were reported to District personnel.**

Division Representative: \_\_\_\_\_ Position: Area Project Manager-Maintenance

School District Representative: \_\_\_\_\_ Position: \_\_\_\_\_

**Please contact the Division Representative if you have any questions or concerns about this report.  
Thank you, in advance, for your cooperation.**