

**WASHOE COUNTY SCHOOL DISTRICT
BI-WEEKLY FACILITY INSPECTION FORMS**

FACILITY NAME: _____

Inspections and completion of this form are to be done bi-weekly. If repairs of any kind are needed, you **MUST** also submit a work order and reference that work order number on your inspection form.

Please send copies of completed forms to Risk Management and Facilities Maintenance.

Not all questions may pertain to your location, but do not leave any questions unanswered, use “No” or “N/A”.

Items	Yes	No	Item to Repair	Date Corrected	Initials
Broken/missing handrails, rungs, links, steps					
Missing, damaged, or loose seats					
Opened/damaged S-hooks, shackles, rings					
Litter/debris on premises					
Resilient material needed in the play area					
Loose/protruding bolts, nuts					
Protruding bolt ends with no caps/covers					
Accessible sharp edges or points					
Footings exposed, cracked, or loose in the ground					
Pinch/crush points (exposed mechanisms, juncture of components)					
Worn bearings					
Visible cracks, bending, warping, and rusting of any components.					
Broken supports/anchors					
Lubrication of moving parts					
Chipped/peeling paint					
Poor drainage area					
Trip hazards on surrounding walkways/grass to include athletic fields in good condition.					
Soccer Goals and Anchors					
Bleachers in good condition (indoors and outdoors)					
Trip hazards on blacktop playing areas to include basketball and tetherball courts					
Basketball hoops are in good condition (no chain nets are allowed)					
Basketball Back Boards					
Basketball Standards/Supports					
Basketball Rims					
Volleyball Standards – Rolling					
Volleyball Standards – Permanent					
Other					

INSPECTOR'S SIGNATURE

DATE

DEPARTMENT HEAD SIGNATURE

DATE