Regulation 2002-7
Safety Check Lists and Inspection Reports

The Chief Operating Officer shall be responsible for the program designed to ensure the security, protection and safety of personnel and property of the District.

I. PROCEDURES

A. Custodial Boiler Report

Items listed for each building at each site will be checked visually each day and initialed by the custodian conducting the check on the form provided. Any malfunctions are to be reported to the Director of Central Services immediately. Report forms are to be sent to the Director of Central Services by the 5th day of each month.

B. Maintenance Boiler Inspection Reports

Items listed for each building at each site will be inspected monthly and initialed by the plumber conducting the inspection on the form provided. Any malfunctions are to be repaired immediately and noted on the report. Inspection report forms are to be given to the Director of Central Services by the 5th of each month.

C. Fire Safety Inspection Reports

Fire safety inspections are conducted yearly by the Norman Fire Department in the fall. The reports will be sent to the Chief Operating Officer who will be responsible for implementing any changes necessary.

D. Fire Extinguisher Inspection Tags

A fire extinguisher maintenance company will inspect and service all fire extinguishers in the District annually. This will usually occur during the summer. Following the inspection, the company will place a dated tag on the extinguisher.

If an extinguisher needs service at another time, contact the Director of Central Services.

E. State Inspection - Hot Water Tanks

Hot water tanks are inspected on an annual basis by the State of Oklahoma at each site. A report of the inspections is sent to the Director of Central Services who is responsible for making changes/repairs as indicated.

F. State Inspection - Boilers
Boilers are inspected annually by the State of Oklahoma at each site. A report of the inspections is sent to the Director of Central Services who is responsible for making changes/repairs as indicated. When a boiler has passed inspection, the District is given a tag to place on it.

G. Roof Drain Inspection

Roof drains will be inspected visually each week by the custodian who will initial the form provided.