

Requirements, Compliance and Prevention in Facilities Management

Andy Daniels - Franklin Public Schools
Greg Maroo - Oconomowoc Area School District

ACT 143 Annual Reporting

- Required Annually by January 1st

Office of School Safety
Wis. Stat. § 118.07

2022-2023 Requirement Checklist

School/District Name:	
City:	ShareFile Contact:

"Only one box should be checked for each requirement"

Section A: Situational Requirements

1. Blueprints/Maps

- My school/district previously submitted blueprints/maps/requirement checklist and there have been no structural changes.
- There has been a structural change to one or more of our building(s) so my school/district will need to submit revised blueprints/maps into the corresponding **Due by 1-1-2023** ShareFile folder for the school(s) listed in the box below:

School(s):

- My school/district never submitted our blueprints/maps into the corresponding ShareFile folder so my school/district will need to submit blueprints/maps into the corresponding **Due 1-1-2023** ShareFile folder.

*Wis. State Statute 118.07 (4)(c): "...a school board shall submit a copy of the most recent blueprints of each school building and facility in the school district to each local law enforcement agency with jurisdiction over any portion of the school district and to the office of school safety."
"...a governing body of a private school shall submit a copy of the most recent blueprints of the private school and all of its facilities to each local law enforcement agency with jurisdiction over the private school and to the office of school safety."*

Section B: Triennial Requirements

2. School Safety Plan

- My school/district previously submitted the school safety plans or requirement checklist (triennial review **not** required).
- My school/district previously submitted the school safety plans or requirement checklist (triennial review required).
- My school/district never submitted our school safety plan into the ShareFile folder so my school/district will need to submit our school safety plan into the corresponding **Due by 1-1-2023** ShareFile folder.

3. School Safety Assessment

- * Best practice is for schools to consult with a local law enforcement agency to review an on-site safety assessment in conjunction with reviewing your school safety plan, every three years.
- My school/district previously submitted the safety assessment/requirement checklist.
- My school/district has not submitted our school safety assessment and will submit.

**If Consultation Information*

Date: Law Enforcement Agency:

~ Continue to other side ~

Office of School Safety
Wis. Stat. § 118.07

2022-2023 Requirement Checklist

Section C: Annual Requirements

4. School Safety Training

- My school/district is submitting a general document providing the date, name of training and number of attendees.

5. School Safety Drills

- My school/district is submitting a written evaluation and date of our school safety drill, signed by our school board/governing body within 30 days of the drill.

Section D: ShareFile Contact Updates

- No changes are needed to my school/district's ShareFile contacts.
- My school/district would like to add additional contacts to our ShareFile account and will provide their names and email addresses in the designated boxes below:
- | | |
|-------|----------------|
| Name: | Email Address: |
| Name: | Email Address: |
| Name: | Email Address: |
- My school/district would like to remove a contact from our ShareFile account but will contact the Office of School Safety directly to complete this process.

~ Upon completion of this form, please return to the Office of School Safety at schoolsafety@doj.state.wi.us ~

Notes:

Aerial Lift Inspection

AERIAL LIFTS - PROGRAM REQUIREMENTS

Both OSHA and ANSI have specific requirements for the safe use and maintenance of aerial lifts, **avoid fines and costly lawsuits** by staying compliant to these mandatory standards. This fact sheet outlines those requirements and your responsibilities.



Self-Propelled Aerial Platform
(Sissor Lift)



Self-Propelled Aerial Boom Lifts
(Articulating)



Self-Propelled Aerial Platform
(Personal Man Lift)

Valley Industrial Trucks - Aerial Program Details

Training & Certification

Anyone who uses an aerial lift must receive training on the safe use and maintenance of the equipment. Upon completion of the training by a Valley Certified Trainer, they will be considered certified to use the lift. Training records will be maintained by your EH&S.

Inspections (Annual)

Aerial lifts must be inspected annually by a qualified 3rd party vendor to ensure that the lift is maintained properly and is safe for use. Upon completion of the inspection by a certified Valley technician, an inspection sticker will be issued and should be affixed visibly on the lift.

Inspections (Pre-Use)

Operators must inspect the aerial lift before each use. Pre-use inspection checklists are available in the "Operators Manual" located on the lift or a supplemented copy will be provided by VIT.

Records

All records including inspections, repairs, and training should be maintained for a minimum of 4 years.



JLG Industries, Inc.
J.L.G. Die
McCordsburg, PA 17233-9533

SCISSOR LIFT Annual Machine Inspection Report

JLG Account Holder Name & Address _____

Product Owner/User Name & Address _____
 Owner User

Previous Inspection Date _____

ANNUAL MACHINE The Owner must perform an Annual Machine Inspection of this machine no later than 12 months from the date of the prior Annual Machine Inspection. This Annual Machine Inspection is to be performed by a mechanic qualified on the specific make and model of aerial work platform.

Check each item below. Refer to Operator's Safety, Service & Maintenance Manuals for specific information regarding inspection procedures and criteria. Indicate in the appropriate space as each item has been performed. If the item is found to be not acceptable, describe each discrepancy in the comments space at the bottom of the form. Use additional paper if necessary. Immediate action must be taken to correct all discrepancies. The Owner shall not place the machine in service until all discrepancies have been corrected.

Y-Not Performed	N-Not Filled	C-Corrected	M-Not Applicable	Y-Not Performed	N-Not Filled	C-Corrected	M-Not Applicable	Y-Not Performed	N-Not Filled	C-Corrected	M-Not Applicable
FUNCTIONS & CONTROLS				CHASSIS				HYDRAULIC/ELECTRICAL SYSTEM (continued)			
1. All hydraulic controls return to "0" or neutral position when released.				1. Wheel rim hub torque properly.				5. Hydraulic lock up light & vent open.			
2. Controls properly lock controls in place. Check condition of control rods and/or pressure hoses/gauges.				2. Proper tire installed.				6. All hydraulic lines & hoses secure, free of damage, chafing & leaks.			
3. Emergency stop switches at the top of platform control stations are of platform movements.				3. Tires free of gouges and excessive wear, no cords showing and if pneumatic, properly inflated. The base properly seated around rim.				7. All electrical connections tight, no corrosion or abrasions.			
4. Lift, drive & speed controls operate properly.				4. Chocking gear & kickback operators properly. If applicable.				8. Instruments, switches, gauges, turn lights operate properly.			
5. Manual desynchronization power system operates properly.				5. Steer, chock & lock components secure & undamaged.				9. Switches & controls sealed properly.			
6. Function enable system operates properly. Disable function with 3 seconds. If applicable.				6. Landing gear & stabilizers operate properly. If applicable.				10. All hydraulic pressure properly adjusted.			
7. Brake operation properly.				7. Hydraulic tilt & battery engine compartment covers open & latch properly.				MANUALS & DECALS			
8. Lift, drive & speed controls operate properly.				8. Platform-Pritioner system display & controls properly.				1. ANSI/SA Manual of Responsibilities & manual storage box.			
9. Manual desynchronization power system operates properly.				9. Stair steps in place. If applicable.				2. Operator's Safety Manual in manual storage box.			
10. Manual desynchronization power system operates properly.				PLATFORM ASSEMBLY				3. AEM handbook in manual storage box.			
11. Manual desynchronization power system operates properly.				1. Platform installed & secure.				4. Capacity labels in place, secure & legible, at both platform & ground stations.			
12. Manual desynchronization power system operates properly.				2. Manual chain or pipe installed & latched properly.				5. All safety & instructional decals installed, secure & legible.			
13. Manual desynchronization power system operates properly.				3. Safety dead properly installed & latched properly, visible at full extension & retracted.				GENERAL			
14. Manual desynchronization power system operates properly.				4. Platform partitions & floor in place, secure & undamaged.				1. Lift is free of unauthorized modifications or additions.			
15. Manual desynchronization power system operates properly.				5. Platform oil pans installed properly. Fold-over side if equipped installed properly. No loose or missing parts.				2. Paint and overall appearance.			
16. Manual desynchronization power system operates properly.				SCISSOR ARMS				3. Applied Safety Labels completed.			
17. Manual desynchronization power system operates properly.				1. Scissor arms free of damage, cracks and distortion.				4. Inspect general structural condition including all welds.			
18. Manual desynchronization power system operates properly.				2. Safety pins installed & operational.				5. Clean and maintain per Service & Maintenance Manual.			
19. Manual desynchronization power system operates properly.				3. Inspect all nuts, bolts, pinholes, shims, bearings, & locking devices for proper installation, tighten excessive wear, cracks or distortion.				6. Check & operate machine to meet all machine functions.			
20. Manual desynchronization power system operates properly.				4. Cylinder pins, bearings & attaching hardware secure, undamaged, no excessive wear.				7. 1 month to be stamped complete date on Owner update form and sent to JLG.			
21. Manual desynchronization power system operates properly.				5. Arm pins, bearings, and attaching hardware secure, undamaged, no excessive wear.				COMMENTS:			
22. Manual desynchronization power system operates properly.				6. Arm pins & fitting locks secure & undamaged, no excessive wear.							
23. Manual desynchronization power system operates properly.				7. Control & Luv level correct.							
24. Manual desynchronization power system operates properly.				8. Fuel cap light & vent open.							
25. Manual desynchronization power system operates properly.				9. Exhaust system free of leaks. (Gas/Electric only)							
26. Manual desynchronization power system operates properly.				HYDRAULIC/ELECTRICAL SYSTEM							
27. Manual desynchronization power system operates properly.				1. All cylinders free of leaks and damage.							
28. Manual desynchronization power system operates properly.				2. All valves and/or hydraulic components (pumps, oil lines, reservoir) free of air, no restriction of leaks.							
29. Manual desynchronization power system operates properly.				3. Hydraulic filter clean.							
30. Manual desynchronization power system operates properly.				4. Hydraulic oil level in tank and torque hubs correct.							

The undersigned certifies that this machine has been inspected, per each use of inspection, and any and all discrepancies have been brought to the attention of the Owner/User, and that all discrepancies have been corrected prior to any further use of this machine.

JLG Account Holder: _____ Operator/User: _____
 Authorized Signature _____ Printed Signature _____ Date _____
 Authorized Signature _____ Printed Signature _____ Date _____

Copy to JLG Account Holder: Copy to Owner/User: Owner Update Form sent to JLG Industries, Inc as required. Form No. 354147-02P46-01 (2/18)

Asbestos

Program Requirements:

- All buildings, regardless of age, must have an inspection report and management plan.
- Schools must have an accredited inspector re-inspect all buildings every 3 years.
- Schools must perform a periodic surveillance of asbestos in buildings every 6 months.
- **Schools must annually notify parents of students, occupants of the status of their asbestos program at least once every year.**
- Asbestos warning labels must be affixed in routine maintenance areas such as boiler rooms, maintenance areas, pipe chases and tunnels.
- **The School Asbestos Coordinator must register annually with DHS.**
- Schools must conduct a pre-renovation survey PRIOR to disturbing any building materials regardless of the age of the material. Most existing inspection documents will need to be updated prior to any renovation or demolition activity.
- Asbestos removal projects must be designed and abated by accredited personnel. Following the removal, an independent air clearance test is required prior to re-occupancy. Based on materials removed, either a PCM or TEM test must be conducted.
- A 10-working day notice to the DNR is required before work can begin.
- Schools must maintain all building asbestos records for the life of the building.

Training Requirements:

- Each School must have a trained Asbestos Designated Person. This is a one-time training to inform on the provisions of the AHERA rule.
- All custodial and maintenance personnel that work in School Buildings that contain asbestos must receive 2 Hour asbestos awareness training and an annual refresher.
- If a School chooses to conduct small repairs and removals (O&M), persons must receive an additional 14 hours of training.
- All O&M employees must be included in the respiratory protection plan. This will include a medical evaluation, training and annual fit test of the respirator.

Automotive Lift Inspections

- Annual Inspection Required



Bleacher Inspections

- Annual Inspection Required

Industry Standards & Governance

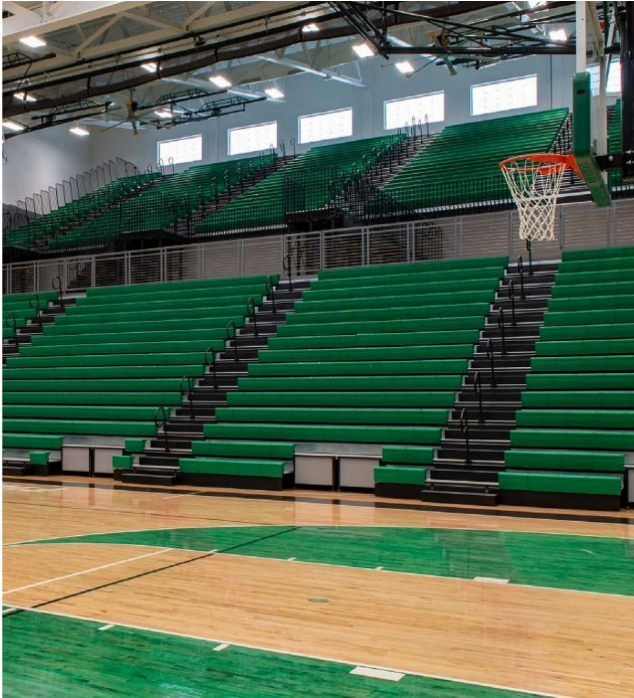
Two standards apply to bleachers, folding and telescopic seating:



International Code Council: ICC 300



National Fire Protection Association:
NFPA 102



Codes vary by location and it's important to understand which code jurisdiction applies to your location to ensure proper compliance for certified inspections.

Requirement	ICC 300	NFPA 102
Inspection of New Installations	✓	✓
Inspection of Existing Installations	✓	✓
Inspection Frequency by Owner	✗	Annually
Inspection Frequency by Certified Professional	Annually	Biennially
Document / File Inspection and Repairs	✓	✓
Test and Operate the Folding / Telescoping Mechanism	✓	✓
Operation in Accordance with Manufacturer's Instruction	✓	✓
Provide Certificate of Inspection	✓	✓

Boilers

Chapter Comm 41 BOILERS AND PRESSURE VESSELS

Subchapter I — Scope, Definitions and Administration

Comm 41.01	Purpose.
Comm 41.02	Scope.
Comm 41.04	Definitions.
Comm 41.05	Petition for variance.
Comm 41.06	Penalties.
Comm 41.07	Appeals.
Comm 41.08	Fees.
Comm 41.10	Adoption of standards by reference.

Subchapter II — Inspections

Comm 41.15	General inspection requirements.
Comm 41.16	Initial inspections.
Comm 41.17	Periodic inspections.
Comm 41.18	Exemptions from periodic inspections.
Comm 41.19	Preparation for internal inspection.
Comm 41.23	Reporting of periodic inspections.
Comm 41.24	Permit to operate.

Subchapter III — All Installations

Comm 41.27	Application.
Comm 41.28	Safety rules.
Comm 41.29	Safety controls.
Comm 41.30	Low-water cutoff, water feeder and fusible plug.
Comm 41.31	Boiler blowoff equipment.
Comm 41.32	Pressure gauges for air receivers.
Comm 41.33	Protection of vessels supplied through pressure reducing stations.
Comm 41.34	Portable boilers.
Comm 41.35	Interconnected boilers.
Comm 41.36	Identification of boilers and pressure vessels.
Comm 41.37	Maintenance.
Comm 41.38	Reporting accidents, repairs and alterations.
Comm 41.39	Condemnation.

Subchapter IV — New Installations

Comm 41.40	Application.
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Comm 41.41	Installation registration.
Comm 41.42	ASME code vessels.
Comm 41.43	Wisconsin special vessels.
Comm 41.44	U.S. department of transportation vessels.
Comm 41.45	Noncode vessels.
Comm 41.46	Power piping.
Comm 41.47	Multi-boiler installations.
Comm 41.48	Organic fluid heat transfer systems.
Comm 41.49	Wood-burning boilers.

Subchapter V — Nuclear Power Plants

Comm 41.53	Application.
Comm 41.54	Installation registration.
Comm 41.55	Periodic inspections.
Comm 41.56	Welded repair.
Comm 41.57	Report of incidents.

Subchapter VI — Repairs and Alterations

Comm 41.60	General requirements.
Comm 41.61	General rules for repairs and alterations.
Comm 41.62	Reports.
Comm 41.63	Riveted repairs.
Comm 41.64	Safety and safety relief valve repairs.

Subchapter VII — Secondhand Vessels

Comm 41.70	Application.
Comm 41.71	Existing vessels.
Comm 41.72	Vessels from out-of-state.
Comm 41.73	Lap seam boilers.
Comm 41.74	Prohibited boilers.
Comm 41.75	Inspection and testing.
Comm 41.76	Installation.

Subchapter VIII — Pressure Vessels in Petroleum Refineries

Comm 41.80	General requirements.
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Comm 41.17 Periodic inspections. (1) INSPECTION OF POWER BOILERS. (a) Except as provided in s. Comm 41.18, power boilers and organic fluid heat transfer boilers shall be subjected to either a regular internal or external inspection at least once every 12 months by a certified inspector.

(b) Where an internal inspection of a power boiler is not possible because of the construction of the boiler, an external inspection shall be acceptable.

(2) INSPECTION OF PRESSURE VESSELS. Except as provided in s. Comm 41.18, pressure vessels shall be subjected to a regular internal or external inspection at least once every 36 months by a certified inspector.

(3) INSPECTION OF LOW PRESSURE STEAM AND HOT WATER HEATING BOILERS. Except as provided in s. Comm 41.18, low pressure steam boilers and hot water heating boilers shall be subjected to a regular internal or external inspection at least once every 36 months by a certified inspector.

(4) INSPECTION OF SAFETY VALVES AND SAFETY RELIEF VALVES. The certified inspectors shall satisfy themselves that safety valves and safety relief valves have been operated or tested at least once every 12 months.

(5) EXTENSION OF PERIOD BETWEEN INSPECTIONS. If operating conditions require, an extension of periods not to exceed 6 months between inspections of boilers, pressure vessels, safety valves and safety relief valves may be approved by the department upon a written request from the owner or user for an extension. Concurrence with the owner's or user's request for an extension shall be obtained from the certified inspector in writing to the department.

Note: For inspection fees, see ch. Comm 2.

History: Cr. Register, February, 1988, No. 386, eff. 3-1-88; am. (1) (a), Register, December, 1992, No. 444, eff. 1-1-93; am. (5), Register, May, 1994, No. 461, eff. 6-1-94; am. (1) (a), (2) to (5), Register, October, 1996, No. 490, eff. 11-1-96; am. (4) and (5), Register, February, 2000, No. 530, eff. 3-1-00.



Comm 41.24 Permit to operate. (1) RESPONSIBILITY. (a) The owner or user of the boiler or pressure vessel shall be responsible for obtaining and maintaining a valid permit to operate.

(b) The permit to operate shall be posted on the premises by the owner or user of the boiler or pressure vessel.

(2) ISSUANCE. After each initial or periodic inspection for boilers and pressure vessels found to be in compliance with this chapter, a permit to operate shall be issued by the department to the owner or user of the boiler or pressure vessel. The department shall issue the permit within 30 business days of determination of compliance.

(3) INFORMATION. The permit to operate shall give the maximum allowable working pressure as determined using the regulations of this chapter, the certified inspector's name and telephone number, and the expiration date.

(4) EXPIRATION. The permit to operate shall be valid until the next required periodic inspection.

History: Cr. Register, February, 1988, No. 386, eff. 3-1-88; am. Register, February, 2000, No. 530, eff. 3-1-00.



Online Services Upgrades

In an effort to better serve you, the Department of Safety and Professional Services is moving the Commercial Building and Elevator programs to our upgraded online system, the Electronic Safety and Licensing Application known as eSLA. eSLA will allow you to complete all of your applications, submissions, renewals, and payments related to your credential, permit, or plan review online.

Bus Inspections

INSPECTION PROCEDURES — TRANS 300.87

(1) Upon notification by the department of transportation, or the department of public instruction, or any public school official, the owner or operator shall present all school buses for inspection at the time and place designated or the department may, at its option, inspect the school buses at the owner's place of business. All school buses shall be inspected annually.

(2) A school bus inspection report shall be completed for each school bus inspected. A copy of the report shall be provided to the school bus owner and the respective school district. Upon completion of an inspection, a school bus shall be approved or disapproved. A school bus is approved when it is found that all requirements of this chapter are met. A school bus is disapproved if defects are noted and the school bus inspection report indicates that the vehicle is "out-of-service."

(3) It is unlawful for a person to operate or permit to be operated any school bus that:

- (a) Is in violation of any requirement of this chapter.
- (b) Requires repairs prior to any operation.

School Bus Inspection Manual



Chemical Hygiene

Program Requirements:

- Designate a Chemical Hygiene Officer (CHO).
- Provide appropriate personal protective equipment (PPE), such as goggles, gloves, aprons, etc.
- Provide adequate exhaust for the hazardous chemicals used in the laboratory. Areas may include chemical fume hood(s), chemical storage room exhaust, and general classroom exhaust.
- Annually test the exhaust of the chemical fume hood(s).
- Maintain a chemical inventory.

Training Requirements: CHO must be qualified by training or experience to provide technical guidance in the development and implementations of the provisions of the CHP

Cross-Connection

- Inspections Annually
- Permitting Annually



What Is a Cross Connection Control Program?

This is a combined cooperative effort between plumbing and health officials, municipalities, and property owners to establish and administer guidelines for controlling cross connections and ensure their enforcement so that the public drinking water supply is protected both in the city water distribution system and within buildings to the point of use.

Our program consists of the following components:

- Annual testing: All backflow prevention assemblies will be tested once a year by certified testers.
- Cross connection survey: All industrial, commercial, and institutional facilities' plumbing systems will be inspected to determine if cross connections exist.
- Installation of protective devices: Backflow prevention devices or assemblies will need to be installed where known unprotected cross connections exist.

THE CROSS-CONNECTION THREAT



Online Services Upgrades

In an effort to better serve you, the Department of Safety and Professional Services is moving the Commercial Building and Elevator programs to our upgraded online system, the Electronic Safety and Licensing Application known as eSLA. eSLA will allow you to complete all of your applications, submissions, renewals, and payments related to your credential, permit, or plan review online.

Curtain and Hoop Inspections



Elevators

Per SPS 318.1011 Conveyances (elevators, dumbwaiters, Type B material lifts, escalators, vertical and inclined platform lifts and stairway chairlifts) in the State of Wisconsin are required to be inspected at time of installation and after alterations, repairs and replacement of certain components. All conveyances, other than elevators and dumbwaiters that serve single dwelling units are **required to be inspected annually**. The issuance and renewal of a permit to operate is contingent upon a compliant inspection. (Excludes Cities of Milwaukee and Madison.)

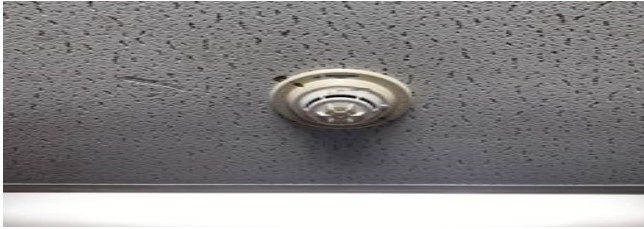


As of April 12, 2021, commercial building and elevator programs are live in the Electronic Safety and Licensing Application (eSLA). Visit the [Customer Information](#) page for instructions on first-time login, and to view the full list of program areas in eSLA.

Go to esla.wi.gov to get started.

Fire Alarm

- Annual Testing Required



Fire Alarm and Life Safety System Inspection Certificate

For

Oconomowoc ASD-High School
641 E. Forest St.
Oconomowoc, WI 53066

Tested to NFPA 72 Standards

This inspection was performed in accordance with applicable NFPA Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.

Annual Inspection
Inspection Date
Aug 6, 2021

Building: Oconomowoc ASD-High School
Contact: Greg Maroo
Title: Facilities

Company: Communications Engineering Company - Green Bay
Contact: Alex Thomas
Title: Inspector

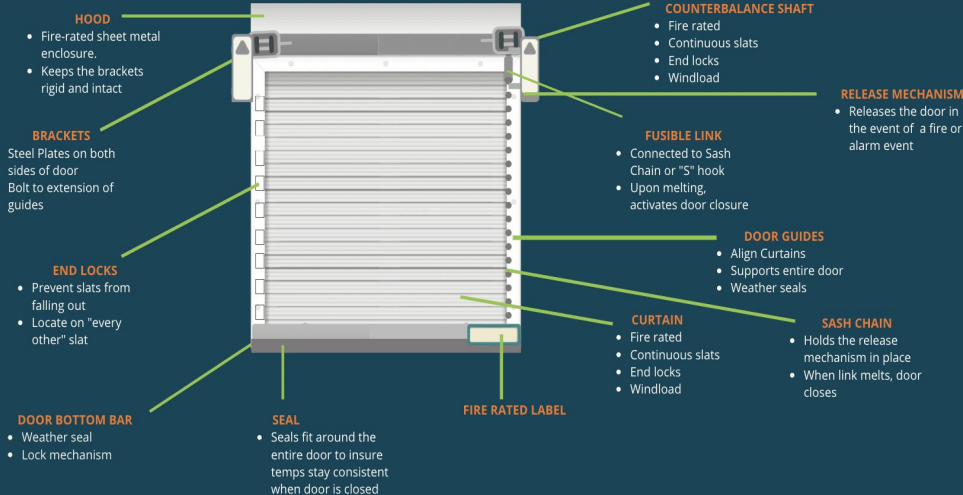
Fire Drop Testing

Annual Testing Required

Rolling Fire Door Components



www.safenetix.com



ROLLING AND SLIDING STEEL FIRE DOOR ANNUAL DROP TEST FORM

NOTE TO OWNER: NFPA 80 AND MODEL CODES REQUIRE THE ANNUAL TESTING OF ROLLING FIRE DOORS TO DEMONSTRATE PROPER OPERATION AND FULL CLOSURE. RESETTING OF THE RELEASE MECHANISM MUST BE DONE IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. A WRITTEN RECORD MUST BE MAINTAINED AND MADE AVAILABLE TO THE AUTHORITY HAVING JURISDICTION. NFPA 80 ALSO REQUIRES THAT WHEN DAMAGE IMPAIRS THE DOOR'S PROPER EMERGENCY FUNCTIONS THAT IT BE REPAIRED WITH PARTS OBTAINED FROM THE ORIGINAL DOOR'S MANUFACTURER AND UPON COMPLETION OF REPAIRS THAT THE DOOR BE TESTED TO ASSURE EMERGENCY OPERATION AND CLOSING.

WARNING: SEVERE INJURY OR DEATH MAY RESULT THROUGH IMPROPER ATTEMPTS AT DROP TESTING, REPAIR AND MAINTENANCE. DROP TESTING, REPAIR AND/OR MAINTENANCE SHOULD BE PERFORMED BY A TRAINED DOOR SYSTEM TECHNICIAN WITH A COMPLETE KNOWLEDGE AND UNDERSTANDING OF THIS TYPE OF DOOR AND THE DOOR MANUFACTURER'S INSTALLATION/RESET INSTRUCTIONS. BEFORE DROP TESTING, USE THE GUIDELINES ON THE REVERSE SIDE OF THIS FORM TO CONDUCT A VISUAL INSPECTION FOR DAMAGE OR MISSING PARTS THAT MAY CREATE A HAZARD DURING TESTING OR AFFECT PROPER OPERATION OR RESETTING. OPEN AND CLOSE THE DOOR TO CHECK FOR PROPER INSTALLATION. THE DOOR MUST BE FULLY OPEN BEFORE DROP TESTING.

JOB SITE: Ixonia Elementary CONTACT: Dean Christian
 ADDRESS: N8425 North St PHONE: 920-988-9235
Ixonia, WI 53036 DATE: 10/28/2022 WORK ORDER #: 49367

DOOR NAME/LOCATION Equipment ID#	WALL OPENING		MANUFACTURER	DOOR SERIAL NO.
	WIDE	HEIGHT		
Room 27 South FD	8'2"	4'2"	Cornell Iron Works	
NOTE DOOR SIZE IF DIFFERENT:	COMMENTS: ID: 7897			

LABEL SERIAL NO.	VISUAL/CODE INSPECTION		OPERATIONAL INSPECTION		DROP TEST #1		DROP TEST #2	
	PASS	FAIL	PASS	FAIL	PASS	FAIL	PASS	FAIL
J2013-142335-001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

RECOMMENDED WORK* OR EXPLANATION OF FAILURE:

TESTED BY (technician): Ron Xiong
 COMPANY: RINDERLE DOOR COMPANY
 ADDRESS: 571 W2327S ADAM DR.
BIG BEND, WI 53103
 SIGNATURE: R. Xiong DATE: 10/28/22

RECOMMENDED WORK IS...
 AUTHORIZED DECLINED NEED QUOTE
 BY (SIGNATURE): _____
 Note: By declining, you will be asked to sign a written release stating your intent.

FINAL TEST RESULTS:
 PASSED (Up to Code Compliance in all areas)
 TESTED (Passes Legally, but non-conforming to current NFPA-80 Standards and/or safest condition)
 FAILED* (Failed 1 or more areas of code compliance)
 *If failed, see Recommended Work above

WITNESSED BY: Jerry Neubert
 REPRESENTING: Ixonia Elementary
 TITLE: Custodian/Maintenance
 SIGNATURE: Jerry Neubert DATE: 10/28/2022

Fire Extinguisher Inspection and Maintenance

- Monthly Visual Inspections
- Annual Maintenance by a Certified Technician (NFPA 10(10), Sec. 7.3)

MONTHLY INSPECTION

Nozzle is unobstructed

Extinguisher is undamaged



Tamper seal & pin intact

Gauge reads in green zone

Instructions are visible



Extinguisher Type	Inspection (7.2.1.)	Maintenance (7.3.1.)	Recharging (7.4.)	Hydrostatic Testing (8.3.)
Dry Chemical (Stored Pressure)	30 days	1 year	Empty & internally inspect at 6 years	12 years
Carbon Dioxide	30 days	Maintenance & conductivity test at 1 year	5 years	5 years
Water (Stored Pressure)	30 days	1 year	1 year	5 years
Dry Chemical (Stainless Steel)	30 days	1 year	5 years	5 years
Dry Chemical (Cartridge)	30 days	1 year	Empty & internally inspect at 6 years	12 years
Wet Chemical	30 days	1 year	5 years	5 years
AFFF (Liquid Charge Type)	30 days	1 year	3 years	5 years
FFFP (Liquid Charge Type)	30 days	1 year	3 years	5 years
Dry Powder	30 days	1 year	Empty & internally inspect at 6 years	12 years
Halogenated (Halon)	30 days	1 year	Empty & internally inspect at 6 years	12 years
Halotron	30 days	1 year	Empty & internally inspect at 6 years	12 years
FE-36	30 days	1 year	Empty & internally inspect at 6 years	12 years

Fleet Management



Inspections:

- Safety
- Reduce Downtime
- Accidents and Negligence
- Vehicle Lifespan

Driver Training and Education:

- Qualifications to Drive
- Driver Policy/Rules
- Report Vehicle Issues
- Accident Procedures

Prohibited vehicles for school transport

- School bus safety
- Crashes and injuries
- Seat belts
- Don't pass when stopped
- Prohibited vehicles
- Education
- Laws

Automobile dealers may not sell large vans to school districts for pupil transportation. These vans are not built to the safety specification of a school bus, even the smaller school buses.

- Pupils of educational institutions may not be transported in any vehicle other than a school bus if more than ten students are being transported.
- A van that holds 11 or more passengers sold to a school district would violate that federal law. School district administrators should NEVER consider buying such a vehicle. The protections of the school bus construction are worth the additional cost.
- The driver and only 9 students can legally be accommodated in a vehicle which is not a school bus as defined.
- Crash data shows that larger vans, especially when fully loaded, are highly prone to roll over in off-the-road single vehicle crashes as well as head-on crashes. Combined with that and the lower structural integrity of the roof supports, occupants are at high risk of serious or fatal injury in a crash of this vehicle.

Federal safety rules for other vehicles used as school buses

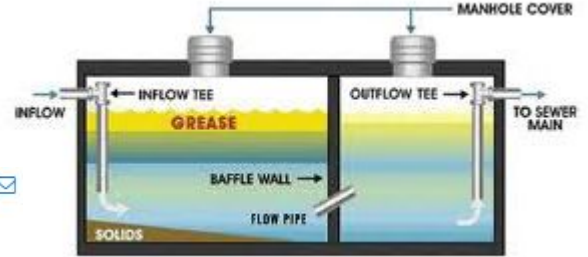
- Federal law requires that school transportation should be held to the highest level of safety, since such transportation involves the Nation's most precious cargo -- children.
- Accordingly, the government has established minimum safety standards that are over and above those for regular buses that all school buses must meet.

Federal guidelines for new vehicles that carry eleven or more people that are sold for transporting students to or from school or school related events:

- School buses must have stop arms along with many other safety features over and above those of other passenger vehicles.
- A vehicle is regarded as being sold for use as a school bus if, at the time of sale, it is evident that the vehicle is likely to be significantly used to transport students to or from school or school related events.
- This statute applies to school buses sold to public as well as parochial schools.

Grease Trap

13.56 - SAND AND GREASE TRAP INSTALLATIONS. (Am. #99-0453)



- (1) **REQUIRED.** Sand and grease traps shall be provided at restaurants, repair garages, gasoline stations, car washes and other industrial or commercial establishments for the proper handling of liquid wastes containing grease in excessive amounts, oil, flammable wastes, sand and other harmful ingredients. Individual exemptions from this requirement may be granted upon review by the Wastewater Utility Operations Manager, to "Category 1" restaurants as defined by the Waukesha County Brown Environmental Resources Department under their Restaurant Licensing Program. All sand and grease traps shall be constructed in accordance with the Wisconsin Plumbing Code and shall be located as to be readily and easily accessible for easy cleaning and inspection. A description of the sand/grease trap system and the manufacturer, dimensions and location thereof shall be submitted to the Wastewater Utility with the first maintenance report following installation.
- (2) **MAINTENANCE.** All sand and grease traps shall be maintained by the owner at his or her expense in continuing, efficient operation at all times.
- (3) **MAINTENANCE REPORTS.** Maintenance reports detailing all maintenance performed during the previous year shall be submitted to the Wastewater Utility Operations Manager annually, by January 31.
- (4) **PENALTY FOR FAILING TO FILE REPORTS.** Any user delinquent in filing a maintenance report shall be notified of the delinquency and the penalty for failure to report. Any user who has not submitted the required annual maintenance report by March 1 shall be assessed a penalty not exceeding \$200.00 per day, with each day constituting a separate violation. The penalty shall be assessed from March 1 until the maintenance report has been received by the Wastewater Utility Operations Manager.

Oconomowoc Wastewater Utility Grease Trap Maintenance Log

Establishment Name: Oconomowoc Area School District
Address: 7077 Brown Street

Report Period: Jan. 1st to Dec. 31st, 2015

Date	Maintenance / Repairs Performed	Grease Removed	Disposal Firm
8/5/15	OHS	Yes	Sanima
8/5/15	Nature Hill	Yes	Sanima
8/5/15	Silver Lake	Yes	Sanima
8/5/15	Greenland	Yes	Sanima
8/5/15	Summit	Yes	Sanima
8/5/15	Parklawn	No - Inspected	OUSD Staff

Reported by: Greg Moxon
Date: 1/13/2016
Phone number: (262) 560-2131

Per City Ordinance Number 13.56, this form must be completed by January 31 and mailed, faxed or emailed to:
Oconomowoc WWTF
900 S. Worthington Street
Oconomowoc, WI 53066
fax: 262-569-3273
mmresnac@oconomowoc-wi.gov

Integrated Pest Management

Program Requirements:

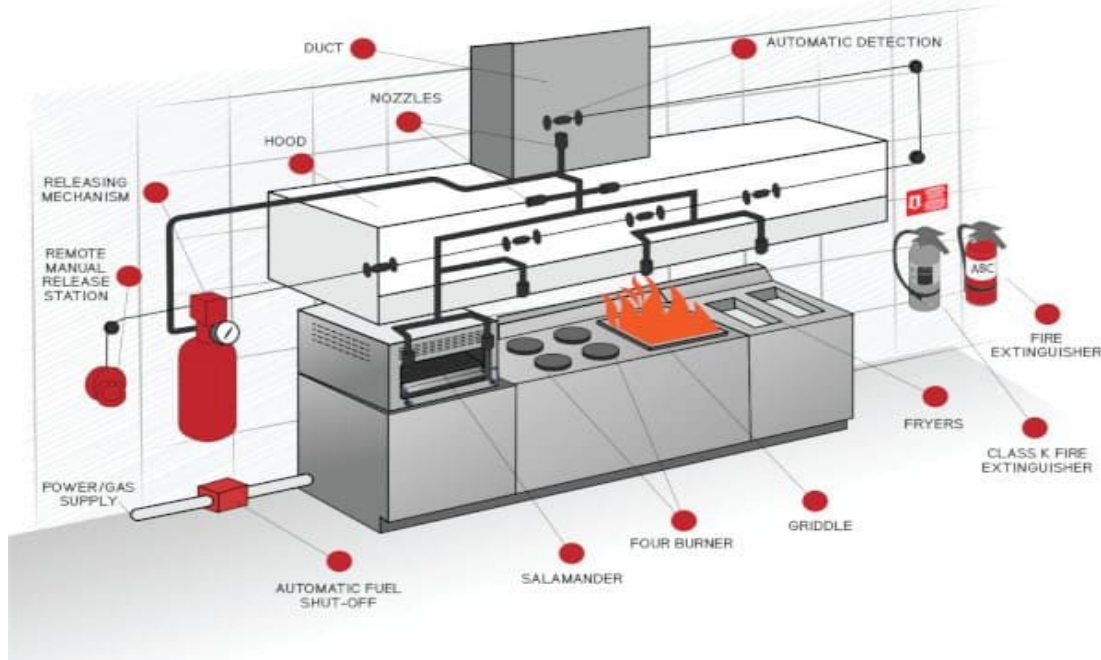
- Adopt IPM policy, manage and enforce policy through the School IPM Manager
- Utilize preventive measures to reduce or exclude pests
- Physical building inspection including caulking, repair of screens, reduction of water infiltration, etc.
- Effective indoor and outdoor sanitation
- Turf management
- Food use policies
- Develop site specific plans
- Select least toxic pesticide to adequately perform job
- Ensure contract applicators are properly licensed pesticide applicators
- Ensure staff is properly certified with DATCP Ensure notices remain posted for 72 hours following all pesticide applications
- Maintain SDS's of all pesticides used

Training Requirements:

- Certify employees via DATCP (typically structural 7.0 and Turf 3.0)

Kitchen Fire Suppression System

- Semi-Annual Service and Maintenance Required by NFPA



Kitchen Hood Inspection and Cleaning

HOW OFTEN SHOULD YOU HAVE YOUR SYSTEM CLEANED?	
National Fire Protection Association Code 96 Table 11.4 - Schedule of Inspection for Grease Buildup	
Type or Volume of Cooking	Inspection Frequency
Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations, such as 24-hour cooking, charbroiling, or wok cooking	Quarterly
Systems serving moderate-volume cooking operations	Semi-Annually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses, or senior centers	Annually

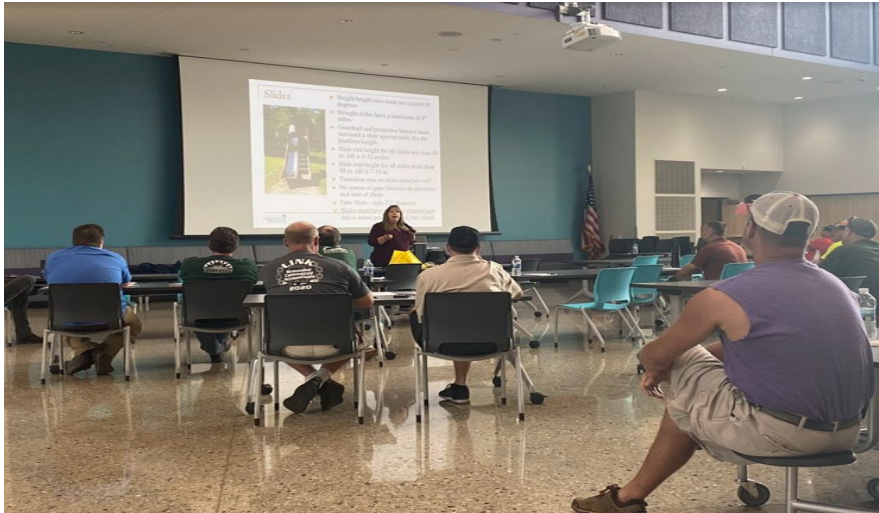


Playgrounds

Inspections (weekly, bi-weekly or monthly)

Preventative Maintenance

Fall Zone Material Replenishment




School Safety Coordinator Designation

Wisconsin School Safety Coordinators Association



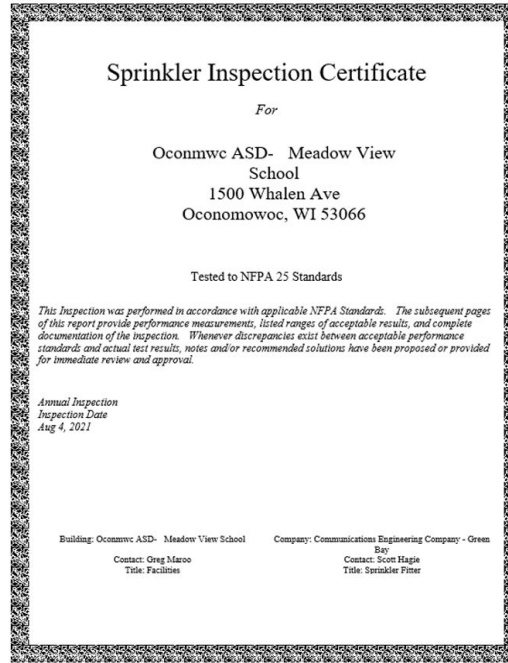
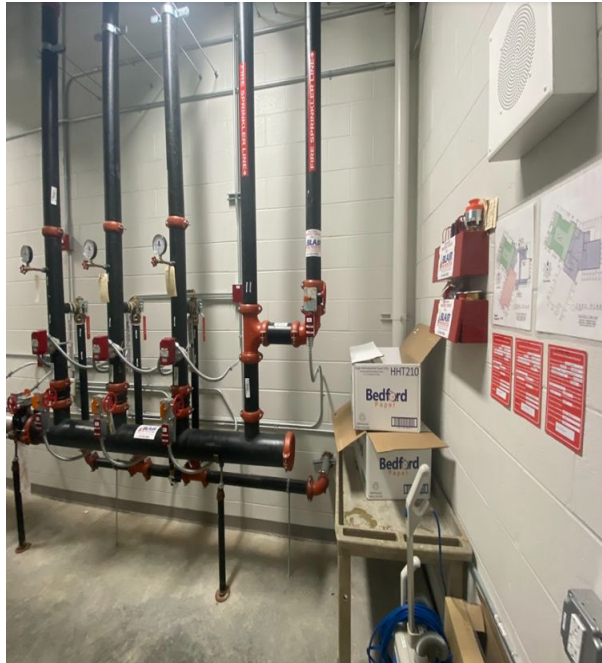
WSSCA is an association of professionals dedicated to the task of improving security, safety, and health in Wisconsin's schools. Find newsletters, upcoming events, and more at <http://www.wssca.org>.

School Safety Coordinator E-mail List

The School Safety Coordinators e-mail list is used to update the field about issues relevant to multiple aspects of school safety from physical security (cameras, metal detectors) to mental health and school climate. If you would like to be added to the School Safety Coordinators e-mail list or update your district's representation, please contact [Elizabeth Pease](#) .

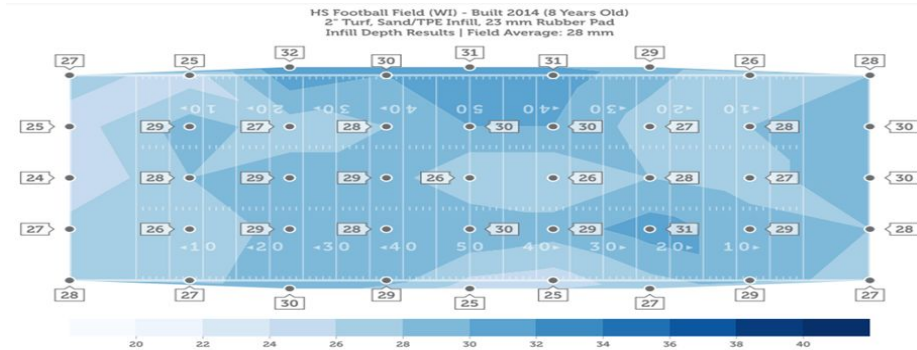
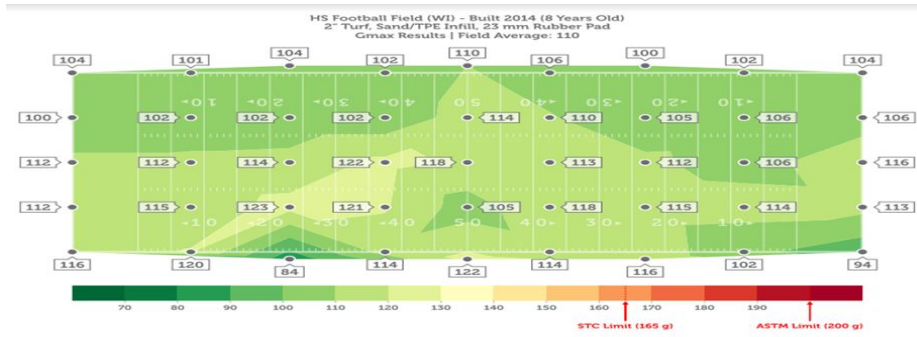
Sprinkler System

Annual Testing Required



Synthetic Turf

American Society for Testing and Materials (ASTM) & Synthetic Turf Council (STC)



Theater/Stage Curtain Fire Treatment

NFPA 701 is the standard that is accepted throughout the US to certify stage drapery for fire retardancy.

Stage drapes generally fall into two categories:

Fire Retardant (FR), meaning the textile has been treated with a flame proofing chemical and would be combustible without the treatment. Treatment needs to be re-applied generally every one to five years depending on the process and material.

Inherently Fire Retardant (IFR), meaning the textile itself is non-combustible and the drape material does not require any additional treatment for the life of the material.

Well Water

Program Requirements (if you have your own well):

- Have a trained Certified Well Operator listed with the DNR
- Complete annual sampling requirements as mandated by the DNR
- Periodically review water results
- Communicate any violations or exceedances to the system users
- Log monthly withdrawal meter readings (high capacity wells)
- **Annual WI-DNR Required Withdrawal Reporting**

B&G/Facilities Plan of Work

July	August	September	October
CIP & Summer Projects Update to FOA	CIP & Summer Projects Update to Board	Safety Report due to FOA	Safety Report due to Board
CIP & Summer Projects Update to Board	Capital Improvement Plan Project Management	Energy Report due to FOA	Energy Report due to Board
Capital Improvement Plan Project Management	Annual Staff ALICE Training Day	Develop Safety Committee Agenda for October	Safety Committee Meeting - Admin
Safety Committee Meeting	Summer Employee Appreciation Lunch	Long Range Facility Planning	Homecoming Support
Fire Alarm Annual Testing	Fall-zone material replenishment	Athletics Strategic Plan Facilities Work	Snow Removal Planning and Safety Meetings
Sprinkler System Annual Testing	Building Maps & ERP Shared with First Responders	Designated Asbestos Coordinator Form Due	Athletics Strategic Plan Facilities Work
Work Orders and Preventative Maintenance Work	Work Orders and Preventative Maintenance Work	Work Orders and Preventative Maintenance Work	Work Orders and Preventative Maintenance Work
Facility Safety Audits	Annual Staff Safety Trainings	Facility Safety Audits	Long Range Facility Planning
Facility Energy Audits	Facility Safety Audits	Facility Energy Audits	Employee Engagement on PD Day
Coordinate Automotive Lift Inspections	Facility Energy Audits		Annual Asbestos Notification Updated and Posted
ANSI System Inspections	Update and Post Room Emergency Plans (as needed)		Asbestos Periodic Surveillances Due
			Facility Safety Audits
			Facility Energy Audits
November	December	January	February
Develop and Update Capital Improvement Plan	Cost estimates for Capital Improvement Plan	Capital Improvement Plan due to FOA & Board	Finalize CIP details and bid summer projects
Develop and Update Vehicle Replacement Plan	Cost estimates for Vehicle Replacement Plan	Vehicle Replacement Plan due to FOA & Board	Long Range Facility Planning Work
Curtain, Hoop and Bleacher Inspections	WI DNR Well Water Required Reporting Due	Meet with Principals and Departments - CIP	Athletics Strategic Plan Facilities Work
Long Range Facility Planning Work	ACT 143 Required Reporting Due to DOJ	Safety Committee Meeting - Admin	B&G Department Budget Due
Athletics Strategic Plan Facilities Work	City of Oconomowoc Grease Trap Maintenance Report	Long Range Facility Planning Work	Facility Safety Audits
Facility Safety Audits	Develop Safety Committee Agenda for January	Work Orders and Preventative Maintenance Work	Work Orders and Preventative Maintenance Work
Work Orders and Preventative Maintenance Work	OHIS Kitchen Hood Cleaning	Employee Engagement on PD Day	Facility Energy Audits
Facility Energy Audits	OHIS Grease Trap Removal	Facility Safety Audits	
	Long Range Facility Planning Work	Facility Energy Audits	
	Work Orders and Preventative Maintenance Work	Athletics Strategic Plan Facilities Work	
	Athletics Strategic Plan Facilities Work		
	Facility Safety Audits		
	Facility Energy Audits		
March	April	May	June
Finalize CIP details and bid summer projects	Safety Committee Meeting - Admin	CIP & Summer Project Coordination	CIP & Summer Projects Update to FOA
Long Range Facility Planning Work	CIP & Summer Project Coordination	Facility Safety Audits	Capital Improvement Plan Project Management
Summer School Coordination and Planning	Summer School Coordination and Planning	Summer School Coordination and Planning	Develop Safety Committee Agenda for July
Facility Safety Audits	Asbestos Periodical Surveillances Due	Facility Energy Audits	Kitchen Hood Cleanings at All Sites
Facility Energy Audits	Facility Safety Audits	Long Range Facility Planning Work	Grease Trap Removal at All Sites
Work Orders and Preventative Maintenance Work	Work Orders and Preventative Maintenance Work	Work Orders and Preventative Maintenance Work	Septic Pumping at Old Meadow View
Athletics Strategic Plan Facilities Work	Facility Energy Audits		Work Orders and Preventative Maintenance Work
	Long Range Facility Planning Work		Summer Turf Maintenance and Weed Control
			Food Service/Kitchen Planned Maintenance
			Facility Safety Audits
			Facility Energy Audits
			Long Range Facility Planning Work
			Additional ACT 143 Required Reporting to DOJ
			Annual Fire Extinguisher PM's due

Others - As Needed	Key Work Documents:
Property Insurance Site Visits	Work Order Instructions
Worker's Compensation Site Visits	Facility Reservation Instructions & Process
Facility-Use Requests	Rux Stadium Community Track Access instruction/process
Vehicle-Use Requests	B&G New Hire Onboarding Process
Insurance/Accident Investigations	
WI Surplus Sales	
Access Control Management	
Filing Vacancies & Hiring Strategies	
IEQ Management (Indoor Environmental Quality)	
Integrated Pest Management Plan Management	
Coordinate Elevator Inspections and Permitting	
Coordinate Boiler Inspections and Permitting	
Coordinate Cross-Connection Inspections and Permitting	
Laboratory Safety/Chemical Hygiene Plan Management	
Coordinate DNR Required Well Water Testing	

Other Ideas/Thoughts/Best Practices

Facility Energy Audits

Facility Safety Audits

Work Orders & Preventative Maintenance Plan

Workers Compensation Site Visits

Property Insurance Site Visits