

**Business and Non-Instructional Operations****Building and Grounds Management****Building and Grounds Inspections**

Safety inspections are one of the primary means of determining possible accident causes before they cause injury. Regular plant inspections encourage the building administration and the building's employees to inspect their own immediate work areas.

Inspections should not be limited to searches for unsafe physical conditions, but should also include examination to detect unsafe practices. Safety inspections should not be conducted primarily to find how many things are wrong, but rather to determine if everything is satisfactory.

In preparing for an inspection, special attention and review should be given to all accidents so that consideration and correct measures are given to those conditions and locations.

An annual inspection of all facilities shall be conducted by the Supervisor of Buildings and Grounds and the site administrator to detect potential or demonstrated hazards to safety and health, or other hazardous conditions. Any such condition shall be corrected, compensating devices installed or special arrangements made to provide for safe and healthful facilities.

In addition, the administrators shall note and review with the Supervisor of Buildings and Grounds the condition of all building components from year to year in an effort to project needed repairs and, as necessary, for effective budgetary planning. Certain conditions shall require immediate attention, and others shall be placed on a priority listing. The list of projected work will be considered in the budgetary process and shall be updated as the work is completed.

Inspection reports shall be sent to the administrators who are responsible for building safety. Administrators and the Supervisor of Buildings and Grounds will take action on the reports to see that hazardous conditions and unsafe practices are corrected.

**Legal Reference:**                    **Section 115.33, Wisconsin Statutes**  
   **Section 120.12(12), Wisconsin Statutes**  
   **Section 120.40, Wisconsin Statutes**  
   **Section 101.11, Wisconsin Statutes**  
   **Section 115.33, Wisconsin Statutes**

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