

ATTACHMENT I

**SCHOOL DISTRICT MAINTENANCE CARE
DOCUMENTATION CHECK LIST**

Compliance with Federal, State, and Local Laws

The districts will comply with Federal, State, and local municipal laws and regulations including but not limited to the following items. A date and back-up documentation should be kept on file for the following items.

	Scheduled Date	Date of Service
1. Fire department inspections of facilities	<u>8-09</u>	Date <u>8-09</u>
2. Fire extinguisher and kitchen hood suppression system inspections	_____	Date _____
3. Gas piping pressuring test and equipment inspections	<u>7-09</u>	Date <u>7-09</u>
4. Boiler inspections – boilers	<u>6-19-07/8-19-09</u>	Date <u>6-19-07/8-09</u>
water heaters	<u>6-19-07/8-19-09</u>	Date <u>6-19-07/8-09</u>
expansion tanks	<u>6-19-07/8-19-09</u>	Date <u>6-19-07/8-09</u>
storage tanks	<u>6-19-07/8-19-09</u>	Date <u>6-19-07/8-09</u>
safety relief valves	<u>6-19-07/8-19-09</u>	Date <u>6-19-07/8-09</u>
and kitchen equipment	<u>6-19-07/8-19-09</u>	Date <u>6-19-07/8-09</u>
5. HVAC equipment, ventilation and Exhaust systems and indoor air quality	<u>6-09</u>	Date <u>6-09</u>
6. Electrical circuits and equipment, lockout/tagout program	<u>8-17-07</u>	Date <u>8-18-07</u>
7. Plumbing, back flow prevention devices	<u>N/A</u>	Date <u>N/A</u>
8. Arkansas Department of Health inspections	<u>8-09</u>	Date <u>8-09</u>
9. Arkansas Dept. of Environmental Quality	_____	Date _____
10. ADA compliance	<u>9-1-07</u>	Date <u>9-1-07</u>
11. Asbestos – AHERA – Six-month surveillance	<u>8-24-07 8-09</u>	Date <u>8-24-07 8-09</u>
Three-year re-inspection	<u>N/A</u>	Date <u>N/A 8-09</u>
Training for employees	<u>8-17-07 8-09</u>	Date <u>8-17-07 8-09</u>

Annual notification _____ Date _____

Contractor awareness (as required) _____ Date _____

12. Elevator equipment inspections –
three-year pressure test (where applicable) 8-1-07 8-09 Date 8-1-07 8-09

13. Department of Labor
a. Chemical right-to-know
notification to local fire
fire departments and emergency
response agencies, training,
MSDS sheets. 8-17-07 Date 8-17-07

b. Forklift training and operator
licenses (as applicable) N/A Date _____

14. Blood-borne pathogen training. 8-17-07 Date 8-17-07 *

15. Employee equipment general safety
Training 8-17-07 Date 8-17-07 *