

## Procedure 8.1005

### Building Inspections Procedure

Senior Staff designates a building inspection group to conduct routine building inspections twice yearly on the College campus. The building inspection group will generally consist of members of Senior Staff, academic deans, and other designated individuals. Members will assess the general conditions of campus buildings and provide a written report of findings. Suggested areas for observation to include in the report of findings are:

- Building interior spaces
- Building exterior spaces
- Safety hazards
- General housekeeping
- Routine maintenance needs such as paint, window seals, water stains, etc.
- Conditions which violate College policy or procedure
- Other conditions which may violate local, state, or federal regulations and/or laws or otherwise may jeopardize the legal, fiscal, or environmental health, infrastructure, or security of the College

The findings will be provided to the president, supervising vice president(s) for the building, academic dean for the building, director of plant and maintenance operations, director of campus operations, health and safety coordinator, and any other individuals responsible for addressing a finding. Reports of findings are also archived on the College content management system.

The supervising member of Senior Staff is responsible for ensuring that members of the building inspection group in their area adhere to these procedures.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**Senior Staff Review/Approval Dates:** *05/15/2017*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

Procedure

