

MONTHLY FACILITY INSPECTION

Department: ARRPD

Facility: Fleming Athletic Complex

Date: 1/25/2017

Facility Manager: Robert B. Martin

Inspector: Donnell Conley

LEGEND: S = Satisfactory

NI = Needs Improvement

NA = Not Applicable

ADMINISTRATION & HOUSEKEEPING

Inspected

Employee Bulletin Board Established

Worker's Compensation Panel of Physicians Posted

Worker's Compensation Bill of Rights Posted

Safety Policy Available to Employees

Augusta Mission Statement Posted

Monthly Inspection Reports are Filed & Available for Reference by Risk Management

Walkways Free of Obstruction, Standing Water, Oil, etc.

Cleaning Chemicals are Clearing Marked

Fire Alarm Pull Stations & Fire Extinguishers are Accessible

Fire Extinguishers Inspected Monthly by Facility Staff

Fire Evacuation Plan Maps Posted

Flammable Items Isolated and Secured

First Aid Kit / AED Defibrillator Accessible

Electrical / Mechanical Rooms Locked

Electrical / Mechanical Rooms not used for Storage

Surge Protectors & Extension Cords not Daisy Chained

Buffer Machines have Rubber Handles

Electric Cleaning Equipment Power Cords in Good Condition

Wet Floor Signs Available

Parking Lot is Free of Obstructions / Debris

INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS (WORK ORDERS ARE PRIORITY)

Inspected

Smoke Detectors Present & Operational

Kitchen Areas Equipped with CO2 (K Type) Fire Extinguisher

Illuminated Exit Lamps Mounted for each Exterior Door

Emergency Lights Present & Operational

Electrical Cover Plates Present & Serviceable

Handrails & Stair Treads are Tightly Fastened

Flooring in Good Condition, no Trip Hazards

Ladders are Serviceable

Description and Location

No bulletin board in Athletic Complex

Not Posted at Complex

Not Posted at Complex

Not Posted at Complex

Not Posted at Complex

Will begin filing reports on the computer

No pull Stations. 3 Extinguishers are secured.

No escape routes are posted

GENERAL MAINTENANCE (WORK ORDERS REQUIRED)				
Inspected	S	NI	NA	Description and Location
Ceiling in Good Repair. Tiles Present & Undamaged	x			Operable but old
Floor Covering in Good Repair. Tiles, Carpet, etc. Undamaged	x			Operable but old
Walls & Covering in Good Repair	x			Operable but old
Lights, Light Covers are Present & Operational	x			Operable but old
Sinks, Toilets, Showers do not Leak		x		Complex toilets occasionally leak
Interior & Exterior Doors & Locks are Operational	x			
Windows & Window Locks are Operational and Undamaged	x			Operable but old
HVAC Maintains Appropriate Temperature			X	No Unit
Roof is in Good Condition	x			Operable but old
Exterior Walls in Good Condition	x			
Fixtures are Securely Fastened	x			Operable but old
Fencing & Gates are Serviceable	x			Operable but old
Outside Seating, Benches, Picnic Tables, etc. are Serviceable		x		Operable but old
Gazebos, Overhead Covering, etc. are Serviceable			x	
Playground Equipment is Serviceable, Free of Hazards			x	
Parking Lot is Free of Pot Holes		x		Dirt parking lot by Daniel Ave has washed out
Parking Spot Lines are Clearly Marked	x			Parking lines are marked but are fading

NOTES:

7. Items marked "Needs Improvement" must receive attention in a timely manner.
8. Items marked "Needs Improvement" in Section 1 does not require a work order. These items can be addressed by facility staff.
9. Items marked "Needs Improvement" in Sections 2 & 3 require a work order to be placed with Central Services.
10. Items marked "Needs Improvement" in Section 2 are considered a priority, as they pertain to Safety.
11. After each monthly inspection is conducted, a copy of this report must be sent to Risk Management via email at: aoates@augustaga.gov or through interdepartmental mail.
12. Inquiries about this evaluation can be submitted to the Risk Management Office at 821-1704 or via email: aoates@augustaga.gov.

Augusta **RISK MANAGEMENT OUTDOOR FACILITY INSPECTION**

Department: Recreation & Parks Facility: Fleming Complex Address: 1941 Lumpkin Rd

Date: January 26, 2017

Facility Manager: Donnell Conley

Inspector: Christopher Yount

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable		X			
Grills are Serviceable			X		
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		Rotten wood on dugouts	
Roof in Good Condition	X				
Fence / Gate is Serviceable	X				
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean		X		Bathroom doors are starting to rust out	
Interior Lighting is Operable			X		
Electrical Boxes are Secured	X				
Grounds are Clean / Free of Debris	X				
Walkways / Trails / Stairs Free of Trip Hazards	X				
Other					

COMMENTS:

INSPECTOR SIGNATURE:

Christopher Yount

Reviewed By (Initial):

Loss Prevention: _____

Date _____

Copy For:

Facility Rep.: _____

Date _____

MONTHLY FACILITY INSPECTION

Department: ARPD

Facility: Fleming Athletic Complex

Date: 2/7/2017

Facility Manager: Robert B. Martin

Inspector: Donnell Conley

LEGEND: S = Satisfactory

NI = Needs Improvement

NA = Not Applicable

ADMINISTRATION & HOUSEKEEPING					Description and Location
Inspected	S	NI	NA		
Employee Bulletin Board Established			x		No bulletin board in Athletic Complex
Worker's Compensation Panel of Physicians Posted		x			Not Posted at Complex
Worker's Compensation Bill of Rights Posted		x			Not Posted at Complex
Safety Policy Available to Employees		x			Not Posted at Complex
Augusta Mission Statement Posted		x			Not Posted at Complex
Monthly Inspection Reports are Filed & Available for Reference by Risk Management		x			Will begin filing reports on the computer
Walkways Free of Obstruction, Standing Water, Oil, etc.	x				
Cleaning Chemicals are Clearing Marked	x				
Fire Alarm Pull Stations & Fire Extinguishers are Accessible	x				No pull Stations. 3 Extinguishers are secured.
Fire Extinguishers Inspected Monthly by Facility Staff	x				
Fire Evacuation Plan Maps Posted		x			No escape routes are posted
Flammable Items Isolated and Secured	x				
First Aid Kit / AED Defibrillator Accessible	x				
Electrical / Mechanical Rooms Locked	x				
Electrical / Mechanical Rooms not used for Storage		x			
Surge Protectors & Extension Cords not Daisy Chained)	x				
Buffer Machines have Rubber Handles			x		
Electric Cleaning Equipment Power Cords in Good Condition	x				
Wet Floor Signs Available	x				
Parking Lot is Free of Obstructions / Debris	x				
INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS (WORK ORDERS ARE PRIORITY)					
	S	NI	NA		Description and Location
Smoke Detectors Present & Operational	x				
Kitchen Areas Equipped with CO2 (K Type) Fire Extinguisher			x		
Illuminated Exit Lamps Mounted for each Exterior Door	x				
Emergency Lights Present & Operational	x				
Electrical Cover Plates Present & Serviceable	x				
Handrails & Stair Treads are Tightly Fastened		x			Stairs and handrails are wood
Flooring in Good Condition, no Trip Hazards	x				
Ladders are Serviceable			x		

GENERAL MAINTENANCE (WORK ORDERS REQUIRED)				
Inspected	S	NI	NA	Description and Location
Ceiling in Good Repair. Tiles Present & Undamaged	x			Operable but old
Floor Covering in Good Repair. Tiles, Carpet, etc. Undamaged	x			Operable but old
Walls & Covering in Good Repair	x			Operable but old
Lights, Light Covers are Present & Operational	x			Operable but old
Sinks, Toilets, Showers do not Leak		x		Complex toilets occasionally leak
Interior & Exterior Doors & Locks are Operational	x			
Windows & Window Locks are Operational and Undamaged	x			Operable but old
HVAC Maintains Appropriate Temperature			X	No Unit
Roof is in Good Condition	x			Operable but old
Exterior Walls in Good Condition	x			
Fixtures are Securely Fastened	x			Operable but old
Fencing & Gates are Serviceable	x			Operable but old
Outside Seating, Benches, Picnic Tables, etc. are Serviceable		x		Operable but old
Gazebos, Overhead Covering, etc. are Serviceable			x	
Playground Equipment is Serviceable, Free of Hazards			x	
Parking Lot is Free of Pot Holes		x		Dirt parking lot by Daniel Ave has washed out
Parking Spot Lines are Clearly Marked	x			Parking lines are marked but are fading

NOTES:

7. Items marked "Needs Improvement" must receive attention in a timely manner.
8. Items marked "Needs Improvement" in Section 1 does not require a work order. These items can be addressed by facility staff.
9. Items marked "Needs Improvement" in Sections 2 & 3 require a work order to be placed with Central Services.
10. Items marked "Needs Improvement" in Section 2 are considered a priority, as they pertain to Safety.
11. After each monthly inspection is conducted, a copy of this report must be sent to Risk Management via email at: aoates@augustaga.gov or through interdepartmental mail.
12. Inquiries about this evaluation can be submitted to the Risk Management Office at 821-1704 or via email: aoates@augustaga.gov.

August

**RISK MANAGEMENT
OUTDOOR FACILITY INSPECTION**

Reviewed By (Initial):	
Loss Prevention:	<i>MA</i>
Date:	<i>5/11/17</i>
Copy For:	
Facility Rep.:	
Date:	

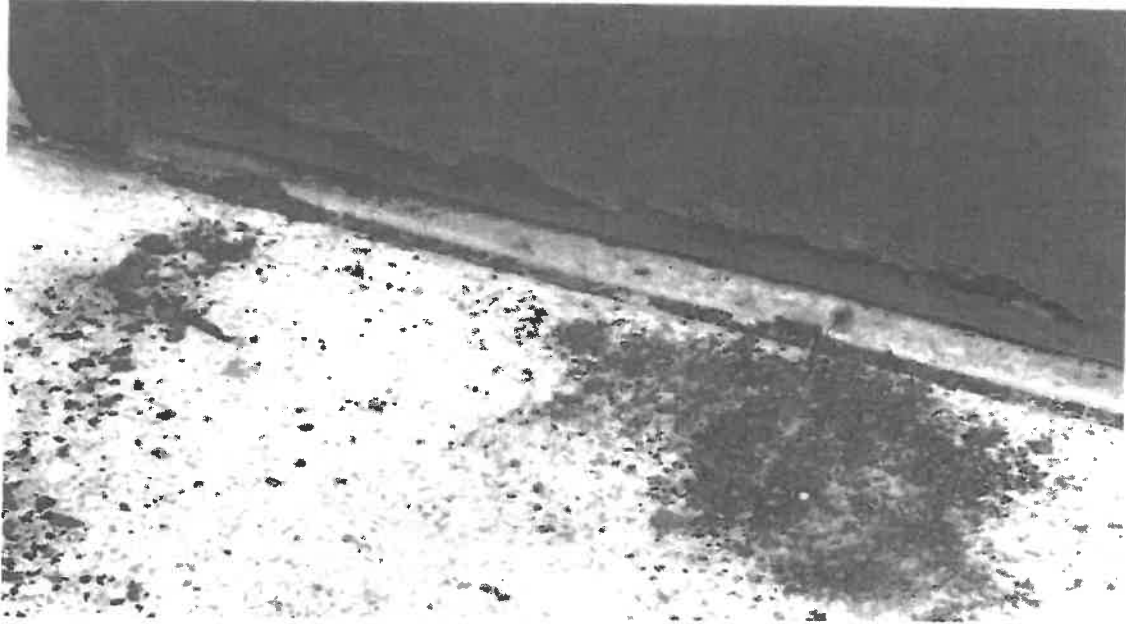
Department: Recreation Facility: Flanagan Fields Address: Lunenburg Rd
Date: 4/27 Facility Manager: C. Young, Greg Sisk Inspector: Andy Oates

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

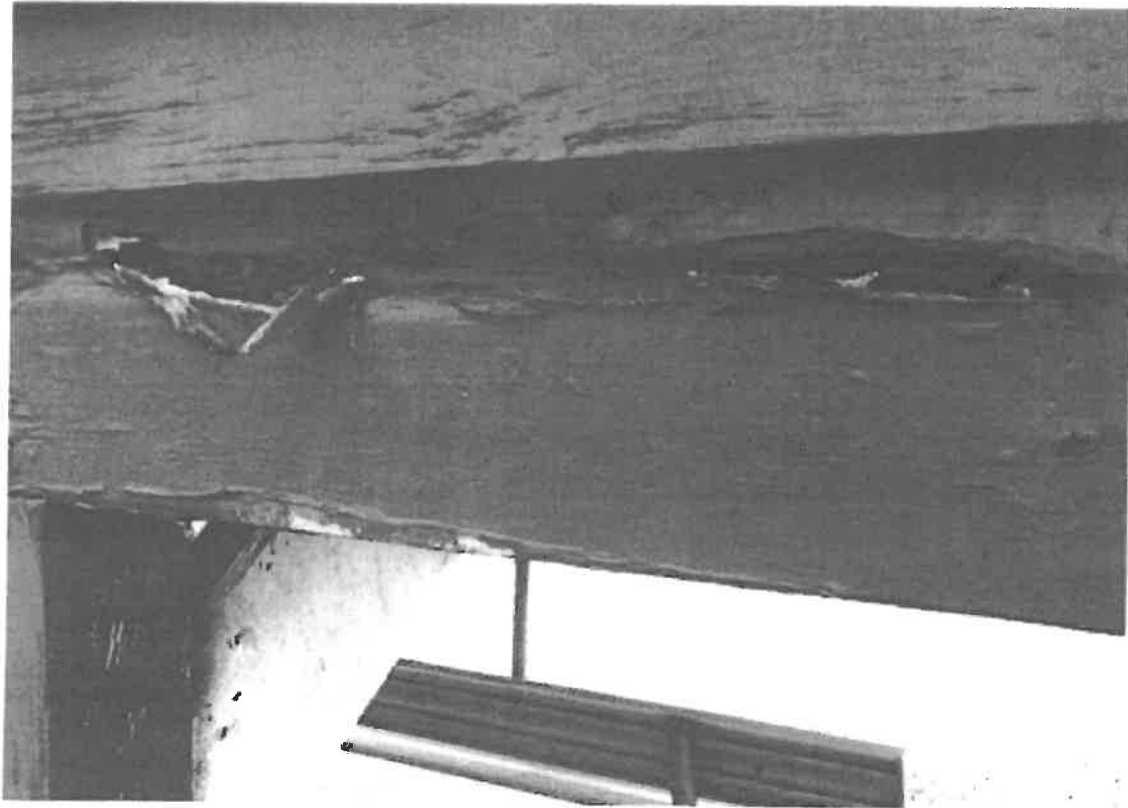
INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable	X	X		MISSING DUGOUT BENCH	
Grills are Serviceable		X			
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		ROTTEN WOOD ON DUGOUTS	
Roof in Good Condition	X				
Fence Gate is Serviceable	X				
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean		X		BATHROOM DOORS ARE DISINTEGRATING	
Interior Lighting is Operable	X		X		
Electrical Boxes are Secured	X				
Grounds are Clean / Free of Debris	X				
Walkways / Trails Starts Free of Trip Hazards	X				
COMMENTS:					

INSPECTOR SIGNATURE: *MA*

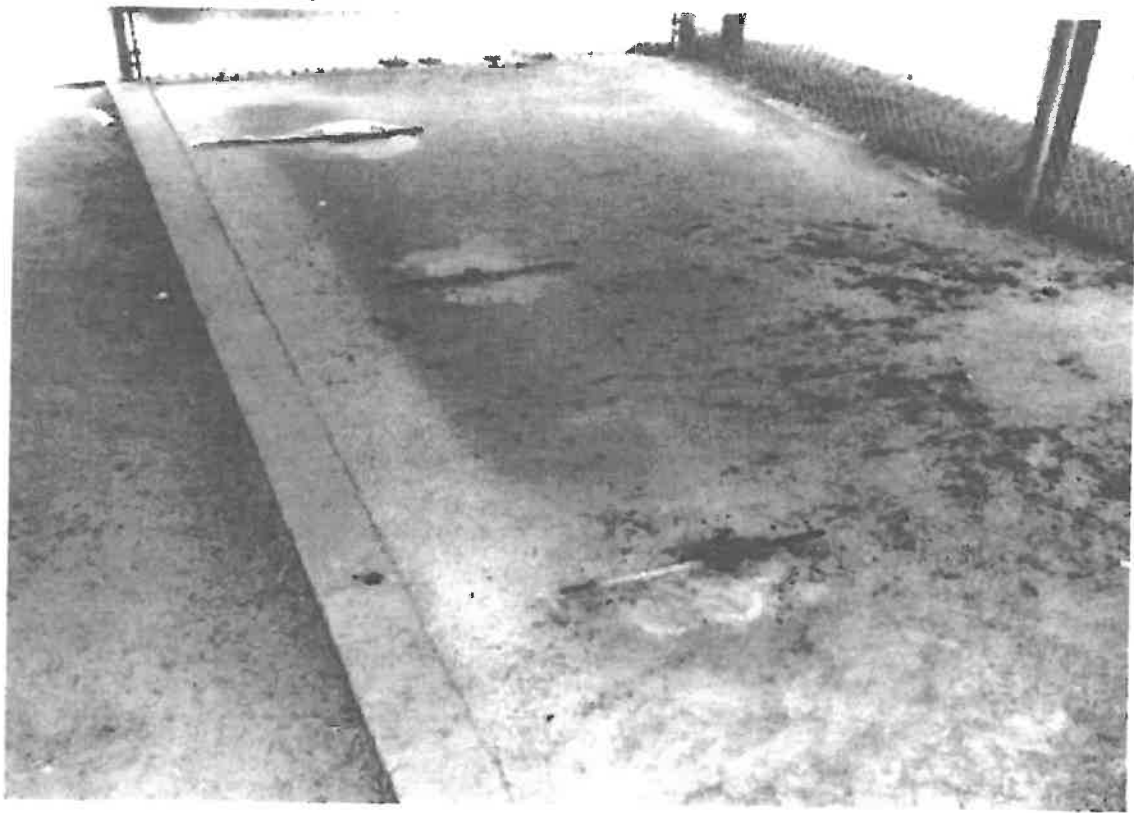
BATHROOM DOORS ARE DISINTEGRATING.



DUGOUTS HAVE ROTTEN WOOD.



DUGOUT BENCH IS MISSING



MONTHLY FACILITY INSPECTION

Department: ARPD

Facility: Fleming Athletic Complex

Date: 5/22/2017

Facility Manager: Robert B. Martin

Inspector: Donnell Conley

LEGEND: S = Satisfactory

NI = Needs Improvement

NA = Not Applicable

ADMINISTRATION & HOUSEKEEPING

Inspected	S	NI	NA	Description and Location
Employee Bulletin Board Established			x	No bulletin board in Athletic Complex
Worker's Compensation Panel of Physicians Posted		x		Not Posted at Complex
Worker's Compensation Bill of Rights Posted		x		Not Posted at Complex
Safety Policy Available to Employees		x		Not Posted at Complex
Augusta Mission Statement Posted		x		Not Posted at Complex
Monthly Inspection Reports are Filed & Available for Reference by Risk Management	x			
Walkways Free of Obstruction, Standing Water, Oil, etc.	x			
Cleaning Chemicals are Clearing Marked	x			
Fire Alarm Pull Stations & Fire Extinguishers are Accessible	x			No pull Stations. 3 Extinguishers are secured.
Fire Extinguishers Inspected Monthly by Facility Staff	x			
Fire Evacuation Plan Maps Posted		x		No escape routes are posted
Flammable Items Isolated and Secured	x			
First Aid Kit / AED Defibrillator Accessible	x			
Electrical / Mechanical Rooms Locked	x			
Electrical / Mechanical Rooms not used for Storage		x		
Surge Protectors & Extension Cords not Daisy Chained)	x			
Buffer Machines have Rubber Handles			x	
Electric Cleaning Equipment Power Cords in Good Condition	x			
Wet Floor Signs Available	x			
Parking Lot is Free of Obstructions / Debris	x			
INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS (WORK ORDERS ARE PRIORITY)				
Inspected	S	NI	NA	Description and Location
Smoke Detectors Present & Operational	x			
Kitchen Areas Equipped with CO2 (K Type) Fire Extinguisher			x	
Illuminated Exit Lamps Mounted for each Exterior Door	x			
Emergency Lights Present & Operational	x			
Electrical Cover Plates Present & Serviceable	x			
Handrails & Stair Treads are Tightly Fastened		x		Stairs and handrails are wood
Flooring in Good Condition, no Trip Hazards	x			
Ladders are Serviceable			x	

GENERAL MAINTENANCE (WORK ORDERS REQUIRED)

Inspected	S	NI	NA	Description and Location
Ceiling in Good Repair. Tiles Present & Undamaged	x			Operable but old
Floor Covering in Good Repair. Tiles, Carpet, etc. Undamaged	x			Operable but old
Walls & Covering in Good Repair	x			Operable but old
Lights, Light Covers are Present & Operational	x			Operable but old
Sinks, Toilets, Showers do not Leak		x		Complex toilets occasionally leak
Interior & Exterior Doors & Locks are Operational	x			
Windows & Window Locks are Operational and Undamaged	x			Operable but old
HVAC Maintains Appropriate Temperature			X	No Unit
Roof is in Good Condition	x			Operable but old
Exterior Walls in Good Condition	x			
Fixtures are Securely Fastened	x			Operable but old
Fencing & Gates are Serviceable		X		All Backstop fences have holes. Needs repaired.
Outside Seating, Benches, Picnic Tables, etc. are Serviceable	x			
Gazebos, Overhead Covering, etc. are Serviceable			x	
Playground Equipment is Serviceable, Free of Hazards			x	
Parking Lot is Free of Pot Holes	x			
Parking Spot Lines are Clearly Marked	x			Parking lines are marked but are fading

NOTES:

7. Items marked "Needs Improvement" must receive attention in a timely manner.
8. Items marked "Needs Improvement" in Section 1 does not require a work order. These items can be addressed by facility staff.
9. Items marked "Needs Improvement" in Sections 2 & 3 require a work order to be placed with Central Services.
10. Items marked "Needs Improvement" in Section 2 are considered a priority, as they pertain to Safety.
11. After each monthly inspection is conducted, a copy of this report must be sent to Risk Management via email at: aoates@augustaga.gov or through interdepartmental mail.
12. Inquiries about this evaluation can be submitted to the Risk Management Office at 821-1704 or via email: aoates@augustaga.gov.

MONTHLY FACILITY INSPECTION

Department: ARPD

Facility: Fleming Athletic Complex

Date: 6/15/2017

Facility Manager: Robert B. Martin

Inspector: Donnell Conley

LEGEND: S = Satisfactory

NI = Needs Improvement

NA = Not Applicable

ADMINISTRATION & HOUSEKEEPING

Inspected	S	NI	NA	Description and Location
Employee Bulletin Board Established			x	No bulletin board in Athletic Complex
Worker's Compensation Panel of Physicians Posted		x		Not Posted at Complex
Worker's Compensation Bill of Rights Posted		x		Not Posted at Complex
Safety Policy Available to Employees		x		Not Posted at Complex
Augusta Mission Statement Posted		x		Not Posted at Complex
Monthly Inspection Reports are Filed & Available for Reference by Risk Management	x			
Walkways Free of Obstruction, Standing Water, Oil, etc.	x			
Cleaning Chemicals are Clearing Marked	x			
Fire Alarm Pull Stations & Fire Extinguishers are Accessible	x			No pull Stations. 3 Extinguishers are secured.
Fire Extinguishers Inspected Monthly by Facility Staff	x			
Fire Evacuation Plan Maps Posted		x		No escape routes are posted
Flammable Items Isolated and Secured	x			
First Aid Kit / AED Defibrillator Accessible	x			
Electrical / Mechanical Rooms Locked	x			
Electrical / Mechanical Rooms not used for Storage		x		
Surge Protectors & Extension Cords not Daisy Chained)	x			
Buffer Machines have Rubber Handles			x	
Electric Cleaning Equipment Power Cords in Good Condition	x			
Wet Floor Signs Available	x			
Parking Lot is Free of Obstructions / Debris	x			
INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS (WORK ORDERS ARE PRIORITY)				
Inspected	S	NI	NA	Description and Location
Smoke Detectors Present & Operational	x			
Kitchen Areas Equipped with CO2 (K Type) Fire Extinguisher			x	
Illuminated Exit Lamps Mounted for each Exterior Door	x			
Emergency Lights Present & Operational	x			
Electrical Cover Plates Present & Serviceable	x			
Handrails & Stair Treads are Tightly Fastened		x		Stairs and handrails are wood
Flooring in Good Condition, no Trip Hazards	x			
Ladders are Serviceable			x	

GENERAL MAINTENANCE (WORK ORDERS REQUIRED)				
Inspected	S	NI	NA	Description and Location
Ceiling in Good Repair. Tiles Present & Undamaged	x			Operable but old
Floor Covering in Good Repair. Tiles, Carpet, etc. Undamaged	x			Operable but old
Walls & Covering in Good Repair	x			Operable but old
Lights, Light Covers are Present & Operational	x			Operable but old
Sinks, Toilets, Showers do not Leak		x		Complex toilets occasionally leak
Interior & Exterior Doors & Locks are Operational	x			
Windows & Window Locks are Operational and Undamaged	x			Operable but old
HVAC Maintains Appropriate Temperature			X	No Unit
Roof is in Good Condition	x			Operable but old
Exterior Walls in Good Condition	x			
Fixtures are Securely Fastened	x			Operable but old
Fencing & Gates are Serviceable		X		All Backstop fences have holes. Needs repaired.
Outside Seating, Benches, Picnic Tables, etc. are Serviceable	x			
Gazebos, Overhead Covering, etc. are Serviceable			x	
Playground Equipment is Serviceable, Free of Hazards			x	
Parking Lot is Free of Pot Holes	x			
Parking Spot Lines are Clearly Marked	x			Parking lines are marked but are fading

NOTES:

7. Items marked "Needs Improvement" must receive attention in a timely manner.
8. Items marked "Needs Improvement" in Section 1 does not require a work order. These items can be addressed by facility staff.
9. Items marked "Needs Improvement" in Sections 2 & 3 require a work order to be placed with Central Services.
10. Items marked "Needs Improvement" in Section 2 are considered a priority, as they pertain to Safety.
11. After each monthly inspection is conducted, a copy of this report must be sent to Risk Management via email at: aoates@augustaga.gov or through interdepartmental mail.
12. Inquiries about this evaluation can be submitted to the Risk Management Office at 821-1704 or via email: aoates@augustaga.gov.

Augusta
Georgia

RISK MANAGEMENT OUTDOOR FACILITY INSPECTION

Department: Recreation & Parks Facility: Fleming Complex

Address: 1941 Lumpkin Rd

Date: July 6, 2017

Facility Manager: Donnell Conley

Inspector: Christopher Yount

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable	X				
Grills are Serviceable			X		
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		Some Dugout Frames rotten	
Roof in Good Condition	X				
Fence / Gate is Serviceable	X				
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean	X				
Interior Lighting is Operable	X				
Electrical Boxes are Secured	X				
Grounds are Clean / Free of Debris	X				
Walkways / Trails / Stairs Free of Trip Hazards	X				
Other	X				

COMMENTS:

INSPECTOR SIGNATURE:

Christopher Yount

Reviewed By (Initial):

Loss Prevention: _____

Date _____

Copy For: _____

Facility Rep.: _____

Date _____

Augusta
Georgia

RISK MANAGEMENT OUTDOOR FACILITY INSPECTION

Department: Recreation & Parks

Facility: Fleming Complex

Address: 1941 Lumpkin Rd

Date: November 15, 2017

Facility Manager: Donnell Conley

Inspector: Christopher Yount

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	S	NI	NA	EXTERIOR	COMMENTS	FOLLOW-UP DATE:
Parking Area Free of Obstructions / Debris	X					
Parking Area Lighting is Operable	X					
Picnic Area is Free of Obstruction / Debris	X					
Tables / Benches / Bleachers are Serviceable	X					
Grills are Serviceable			X			
Shelter Exterior Paint in Good Condition	X					
Shelter Exterior Fixtures are Attached	X					
Shelter Exterior Walls / Posts in Good Condition		X			Some Dugout Frames rotten	
Roof in Good Condition	X					
Fence / Gate is Serviceable	X					
Playground Equipment in Good Condition			X			
Restrooms in Good Condition / Clean	X					
Interior Lighting is Operable	X					
Electrical Boxes are Secured	X					
Grounds are Clean / Free of Debris	X					
Walkways / Trails / Stairs Free of Trip Hazards	X					
Other	X					

COMMENTS:

INSPECTOR SIGNATURE:

Christopher Yount

Reviewed By (Initial):

Loss Prevention: _____

Date _____

Copy For: _____

Facility Rep.: _____

Date _____

RISK MANAGEMENT OUTDOOR FACILITY INSPECTION

Augusta

Department: Recreation & Parks Facility: Fleming Complex Address: 1941 Lumpkin Rd

Date: February 27, 2018 Facility Manager: Donnell Conely Inspector: Christopher Yount

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable	X				
Grills are Serviceable			X		
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		Some Dugout Frames are Dry-Rotted & damaged dugout post by Bleacher Co. installers	
Roof in Good Condition		X		Damaged dugout roofing by Bleacher Co. installers	
Fence / Gate is Serviceable		X		Bleacher Co. installation crew damaged 3 rd base fencing on Field 1	
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean	X				
Interior Lighting is Operable	X				
Electrical Boxes are Secured		X		Missing access plate for the light pole between Fields 2 & 3	
Grounds are Clean / Free of Debris	X				
Walkways / Trails / Stairs Free of Trip Hazards	X				
Other	X				

COMMENTS:

INSPECTOR SIGNATURE:

Christopher Yount

Reviewed By (Initial):

Loss Prevention: _____

Date _____

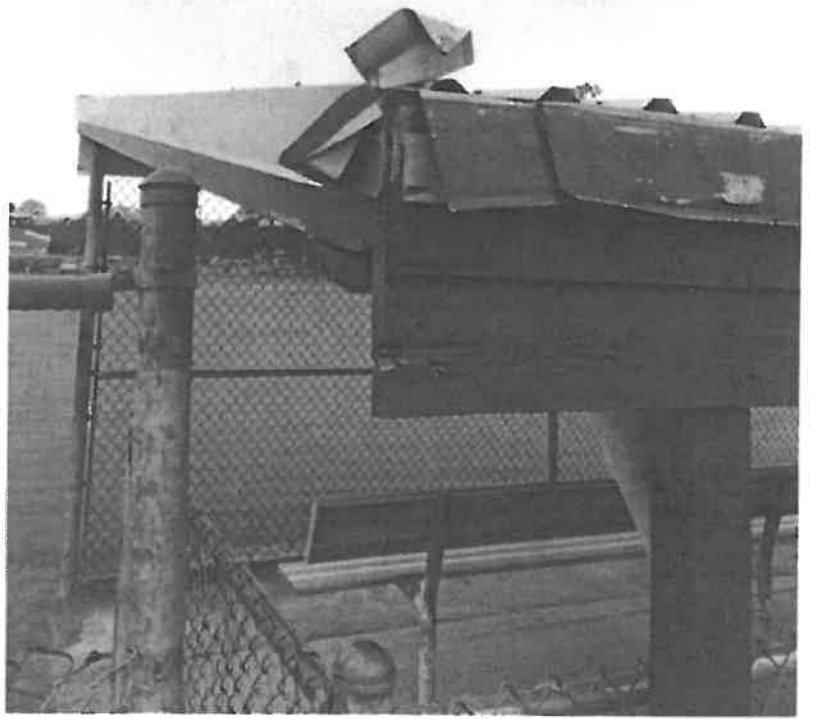
Copy For: _____

Facility Rep.: _____

Date _____









Augusta

**RISK MANAGEMENT
ANNUAL OUTDOOR FACILITY EVALUATION**

Reviewed By (Initial):	
Loss Prevention:	<i>PA</i>
Date:	<i>8/22/18</i>
Copy For:	
Facility Rep.:	
Date:	

Department: Rec Facility: Fleming Fields Address: Lumbkin Rd
Date: 5/22/18 Facility Manager: Chad S. Higgins, S. Smith Inspector: A. Oates

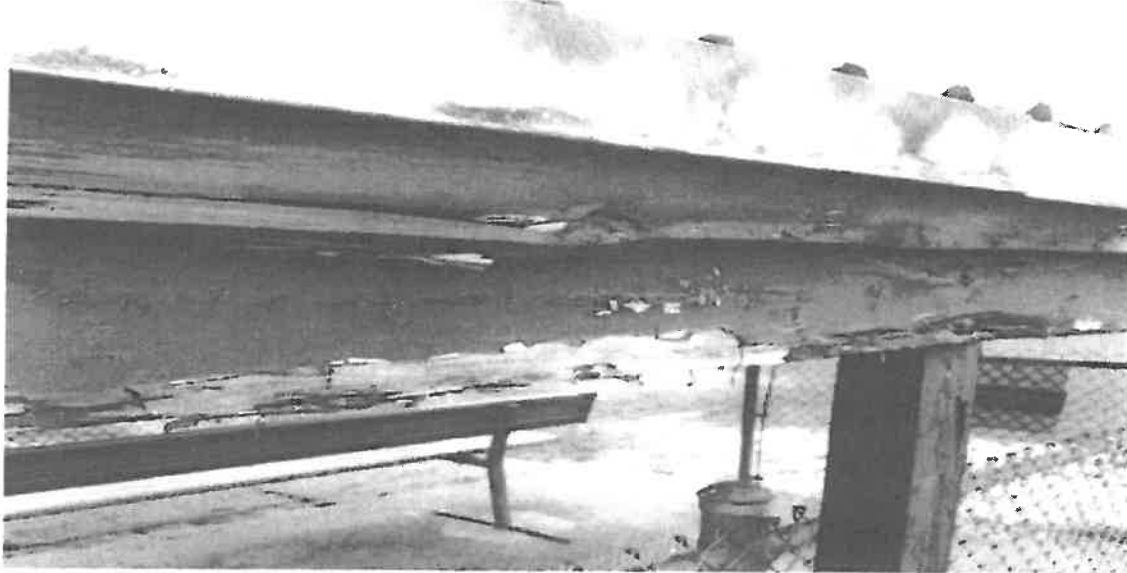
LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS
	S	NI	NA	
Parking Area Free of Obstructions / Debris	X			
Parking Area Lighting is Operable	X			
Picnic Area is Free of Obstruction, Debris	X			
Tables / Benches / Bleachers are Serviceable	X			
Grills are Serviceable			X	
Shelter Exterior Paint in Good Condition	X			
Shelter Exterior Fixtures are Attached	X			
Shelter Exterior Walls / Posts in Good Condition		X		DUGOUT FRAMES HAVE DRY ROTTED
Roof in Good Condition	X			
Fence Gate is Serviceable	X			
Playground Equipment in Good Condition	X			
Restrooms in Good Condition / Clean		X	X	
Interior Lighting is Operable		X		STALL DOORS WITHOUT LOCKS
Electrical Boxes are Secured	X			BATHROOM LIGHTS WOULD NOT COME ON
Grounds are Clean / Free of Debris	X			
Walkways / Trails / Stairs Free of Trip Hazards	X			
Other		X		SCORE TOWER WINDOWS LEFT WIDE OPEN DURING RAIN STORMS

COMMENTS:

INSPECTOR SIGNATURE: *[Signature]*

DUGOUT FRAMING IS DRY ROTTEN. SUGGEST REPLACING BAD MATERIALS ASAP.



BATHROOM STALL DOORS DO NOT HAVE A LOCK. ALL STALL DOORS REQUIRE A MEANS TO BE SECURED WHEN IN USE.



SCORE TOWER WINDOW HAS BEEN LEFT OPEN. RAIN AND WIND DAMAGE CAN / WILL EFFECT THE BUILDING. ALL DOORS AND WINDOWS MUST BE CLOSED WHEN NOT IN USE AND DURING INCLEMENT WEATHER.



Augusta

RISK MANAGEMENT OUTDOOR FACILITY INSPECTION

Department: Recreation & Parks Facility: Fleming Complex Address: 1941 Lumpkin Rd

Date: August 31, 2018 Facility Manager: Donnell Conely Inspector: Christopher Yount

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable	X				
Grills are Serviceable			X		
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		Some Dugout Frames are in mid-replacement	
Roof in Good Condition	X				
Fence / Gate is Serviceable	X				
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean		X		Stall doors without locks	
Interior Lighting is Operable	X				
Electrical Boxes are Secured	X				
Grounds are Clean / Free of Debris	X				
Walkways / Trails / Stairs Free of Trip Hazards	X				
Other	X				

COMMENTS:

INSPECTOR SIGNATURE:

Christopher Yount

Reviewed By (Initial):

Loss Prevention: _____
Date _____

Copy For: _____
Facility Rep.: _____

Date _____

Augusta
5801613

RISK MANAGEMENT
OUTDOOR FACILITY INSPECTION

Reviewed By (Initial):
Loss Prevention: AK
Date 5/1/17
Copy For:
Facility Rep.:
Date

Department: Recreation Facility: Fleming Fields Address: Lumberton Rd
Date: 4/27/17 Facility Manager: C Young, Cent Soc Inspector: Andy Gates

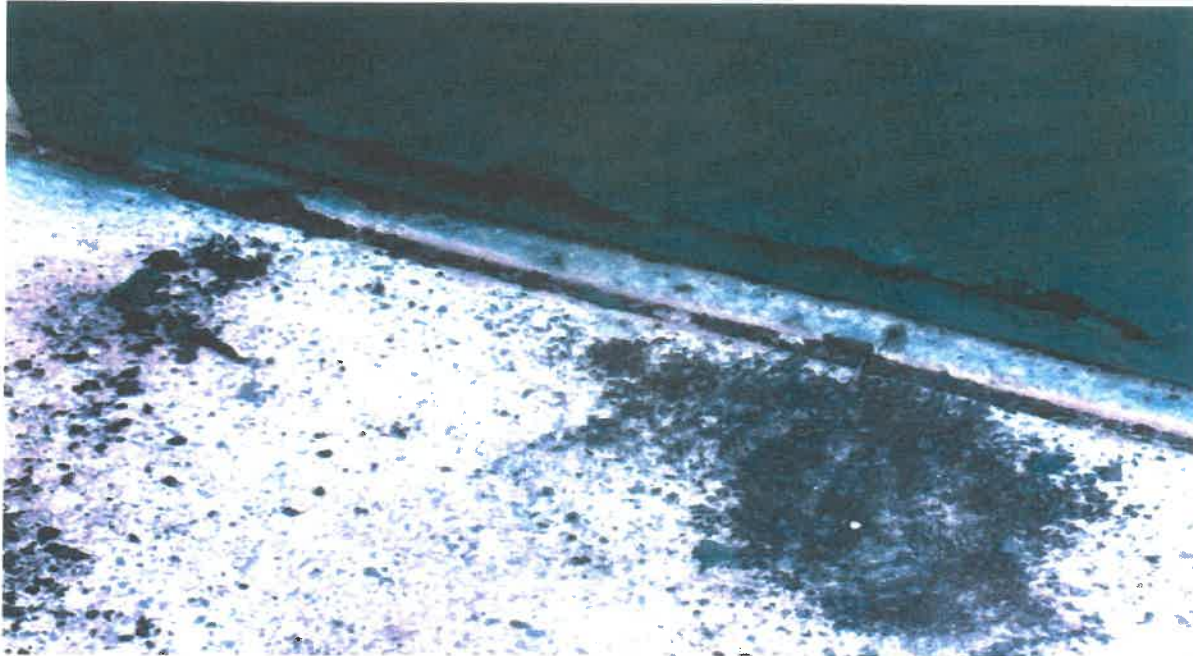
LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable		X		MISSING DUGOUT BENCH	
Grills are Serviceable		X			
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		ROTTEN WOOD ON DUGOUTS	
Roof in Good Condition	X				
Fence / Gate is Serviceable	X				
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean		X		BATHROOM DOORS ARE DISINTEGRATING	
Interior Lighting is Operable			X		
Electrical Boxes are Secured	X				
Grounds are Clean / Free of Debris	X				
Walkways / Trails / Stairs Free of Trip Hazards	X				

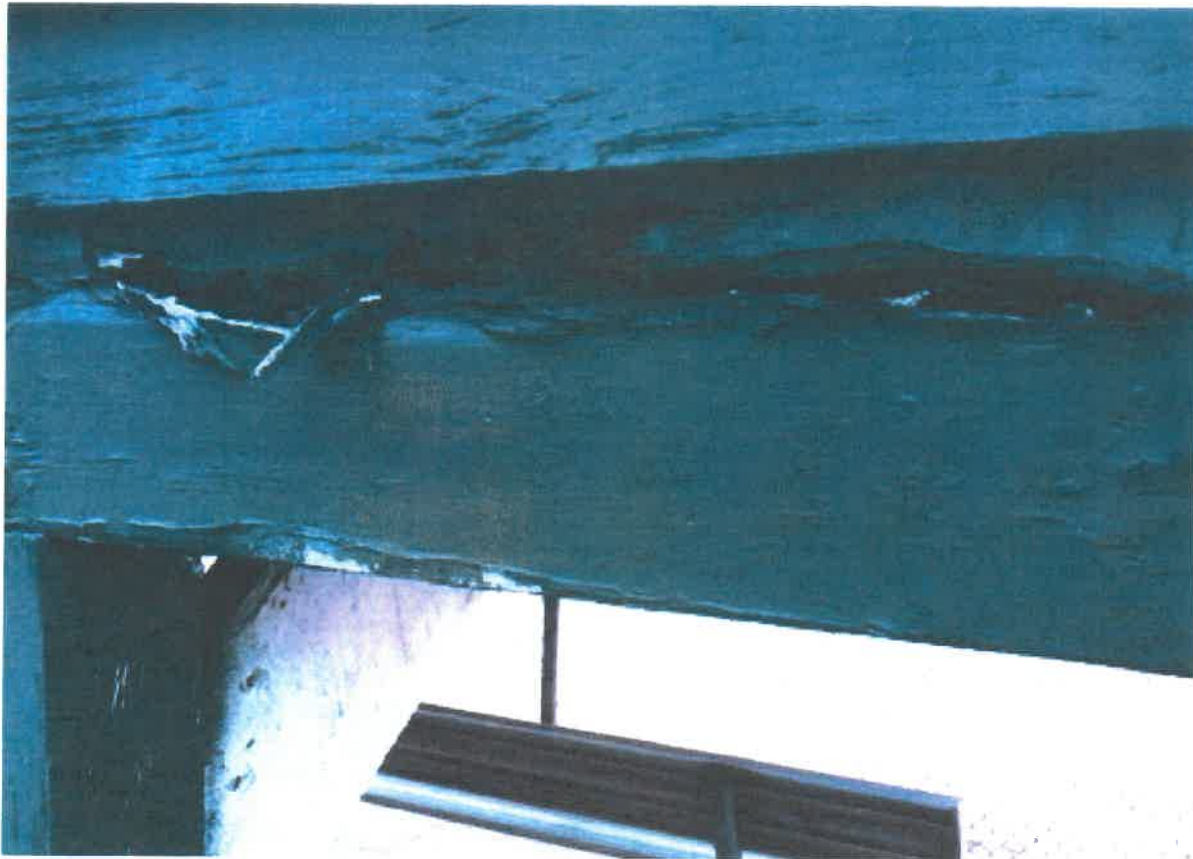
COMMENTS:

INSPECTOR SIGNATURE: AK

BATHROOM DOORS ARE DISINTEGRATING.



DUGOUTS HAVE ROTTEN WOOD.



DUGOUT BENCH IS MISSING



Augusta
Georgia

RISK MANAGEMENT OUTDOOR FACILITY INSPECTION

Department: Recreation & Parks

Facility: Fleming Complex

Address: 1941 Lumpkin Rd

Date: February 27, 2018

Facility Manager: Donnell Conely

Inspector: Christopher Yount

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS	FOLLOW-UP DATE:
	S	NI	NA		
Parking Area Free of Obstructions / Debris	X				
Parking Area Lighting is Operable	X				
Picnic Area is Free of Obstruction / Debris	X				
Tables / Benches / Bleachers are Serviceable	X				
Grills are Serviceable			X		
Shelter Exterior Paint in Good Condition	X				
Shelter Exterior Fixtures are Attached	X				
Shelter Exterior Walls / Posts in Good Condition		X		Some Dugout Frames are Dry-Rotted & damaged dugout post by Bleacher Co. installers	
Roof in Good Condition		X		Damaged dugout roofing by Bleacher Co. installers	
Fence / Gate is Serviceable		X		Bleacher Co. installation crew damaged 3rd base fencing on Field 1	
Playground Equipment in Good Condition			X		
Restrooms in Good Condition / Clean	X				
Interior Lighting is Operable	X				
Electrical Boxes are Secured		X		Missing access plate for the light pole between Fields 2 & 3	
Grounds are Clean / Free of Debris	X				
Walkways / Trails / Stairs Free of Trip Hazards	X				
Other	X				

COMMENTS:

INSPECTOR SIGNATURE

Christopher Yount

Reviewed By (Initial):

Loss Prevention: _____

Date _____

Copy For: _____

Facility Rep.: _____

Date _____









Augusta

**RISK MANAGEMENT
ANNUAL OUTDOOR FACILITY EVALUATION**

Reviewed By (Initial): _____
Loss Prevention: PA
Date: 8/22/18
Copy For: _____
Facility Rep.: _____
Date: _____

Department: Rec Facility: Fleming Fields Address: Lumpkin Rd

Date: 5/22/18 Facility Manager: C. Yount & Higgins, S. Smith Inspector: A. Oates

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

INSPECTED	EXTERIOR			COMMENTS
	S	NI	NA	
Parking Area Free of Obstructions / Debris	X			
Parking Area Lighting is Operable	X			
Picnic Area is Free of Obstruction / Debris	X			
Tables / Benches / Bleachers are Serviceable	X			
Grills are Serviceable			X	
Shelter Exterior Paint in Good Condition	X			
Shelter Exterior Fixtures are Attached	X			
Shelter Exterior Walls / Posts in Good Condition		X		DUGOUT FRAMES HAVE DRY ROTTED
Roof in Good Condition	X			
Fence / Gate is Serviceable	X			
Playground Equipment in Good Condition			X	
Restrooms in Good Condition / Clean		X		STALL DOORS WITHOUT LOCKS
Interior Lighting is Operable		X		BATHROOM LIGHTS WOULD NOT COME ON
Electrical Boxes are Secured	X			
Grounds are Clean / Free of Debris	X			
Walkways / Trails / Stairs Free of Trip Hazards	X			
Other		X		SCORE TOWER WINDOWS LEFT WIDE OPEN DURING RAIN STORMS

COMMENTS:

INSPECTOR SIGNATURE: *[Signature]*

2/3 addressed
7/3/18
FOLLOW-UP DATE: JULY 3RD

DUGOUT FRAMING IS DRY ROTTEN. SUGGEST REPLACING BAD MATERIALS ASAP.



BATHROOM STALL DOORS DO NOT HAVE A LOCK. ALL STALL DOORS REQUIRE A MEANS TO BE SECURED WHEN IN USE.



SCORE TOWER WINDOW HAS BEEN LEFT OPEN. RAIN AND WIND DAMAGE CAN / WILL EFFECT THE BUILDING. ALL DOORS AND WINDOWS MUST BE CLOSED WHEN NOT IN USE AND DURING INCLEMENT WEATHER.



Augusta Commission INCIDENT REPORT

10/15/18

Date of Incident

1. Employee Name

Intake Ivey

2. Department

ARPD Abbeles Fleming Complex

3. Time

9:00A

A.M.

P.M.

CATEGORY OF INCIDENT

NO DAMAGE

NO INJURY

Reported to Sheriff's Department

Yes

No

Damage to Private Property
Damage to County Property
Injury to General Public
Injury to Employee

Special Deputy officer was on site.
Theft to General Public
Theft to County Property
Vandalized County Property
Other:

INJURY

DAMAGE/LOSS

4. NAME: Melvin Robinson (deceased)

9. OWNER:

5. ADDRESS:

10. ADDRESS/PHONE:

6. PHONE:

7.

EMPLOYEE

11. ASSET/SERIAL/ITEM:

GEN. PUBLIC

8. NATURE OF INJURY:

12. ESTIMATED LOSS/DAMAGE/REPAIR:

DESCRIPTION

13. Describe injury or damage (who, what, when, where, how, why - Fleet Accident Report is to be used for vehicles).

At approximately 9:00pm Mr Conkey and myself were supervising a 9 and 10 year old football game at the Fleming Complex on Field #1 when several kids came running from field 2 shouting and yelling a little boy was hurt and needed help. Mr. Conkey exited thought he 3rd base dugout and I let out the outfielders. Several parents had begun checking on the child prior to our special deputy officer who arrived and also began CPR until EMT arrived. I immediately called 911 then called to inform our supervisor of the incident. Followed by covering

14. Medical Treatment (Employee/supervisor is to submit First Report of Injury - Workers Comp) EMT and Fire Department to the scene

DOCTOR:

HOSPITAL:

ANALYSIS

15. What acts, conditions, or failure to act, contributed most directly to this incident?

Child was reported to have been electrocuted. There were no visible wires exposed in the area of the incident. The light poles and wiring will be further w.t. Power at the field has been shut off and will further be inspected by persons with expertise.

ACTION

16. Corrective Action Applied? (If repair is to be made, indicate who and where)

There were no visible wires exposed. Power has been shut off to the fields until they can be further inspected. Activities have been cancelled at the Complex until further notice.

17. SUPERVISOR SIGNATURE:

Rachel P. [Signature]

DATE:

10/16/18

Augusta Commission INCIDENT REPORT

10-15-18

Date of Incident

1. Employee Name

Donnell Conley SR

2. Department

Recreation

3. Time:

9

A.M.

X P.M.

CATEGORY OF INCIDENT

NO DAMAGE

NO INJURY

Reported to Sheriff's Department

Yes

No

Damage to Private Property

Damage to County Property

Injury to General Public

Injury to Employee

Theft to General Public

Theft to County Property

Vandalized County Property

Other:

INJURY

DAMAGE/LOSS

4. NAME: Melquan Robinson

9. OWNER:

5. ADDRESS:

10. ADDRESS/PHONE:

6. PHONE:

7.

EMPLOYEE

11. ASSET#/SERIAL#/ITEM:

GEN. PUBLIC

8. NATURE OF INJURY:

12. ESTIMATED LOSS/DAMAGE/REPAIR:

DESCRIPTION

13. Describe injury or damage (who, what, when, where, how, why - Fleet Accident Report is to be used for vehicles).

Approximately 9:00 Melquan and several other kids were playing on field #2 when Melquan came in contact with the outfield fence, and went to the ground, staff was called immediately for help, the on duty officer started CPR until EMT's arrived and continued giving CPR

14. Medical Treatment (Employee/supervisor is to submit First Report of Injury - Workers Comp)

DOCTOR:

HOSPITAL:

MCG

ANALYSIS

15. What acts, conditions, or failure to act, contributed most directly to this incident?

Discovering that the fence was live with high voltage of electricity

ACTION

16. Corrective Action Applied? (If repair is to be made, indicate who and where)

Also admitted to the hospital Damien Patrick, Nanan Brackins, Traquan Barry and Francisco Barry Damien and Nanan participate in the Recreation and Parks football program.

17. SUPERVISOR SIGNATURE:

Robert P. [Signature]

DATE:

10/16/18

Augusta
GEORGIA

MONTHLY FACILITY INSPECTION

Department: Public Health Facility: Public Health Inspector: James Williams Date: 1-3-12
Facility Manager: Stanley Brown

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

ADMINISTRATION & HOUSEKEEPING					Description and Location
Inspected	S	NI	NA		
Employee Bulletin Board Established	✓				
Worker's Compensation Panel of Physicians Posted	✓				
Worker's Compensation Bill of Rights Posted	✓				
Safety Policy Available to Employees	✓				
Augusta Mission Statement Posted	✓				
Monthly Inspection Reports are Filed & Available for Reference by Risk Management	✓				
Walkways Free of Obstruction, Standing Water, Oil, etc.	✓				
Cleaning Chemicals are Clearing Marked	✓				
Fire Alarm Pull Stations & Fire Extinguishers are Accessible	✓				
Fire Extinguishers Inspected Monthly by Facility Staff	✓				
Fire Evacuation Plan Maps Posted	✓				
Flammable Items Isolated and Secured	✓				
First Aid Kit / AED Defibrillator Accessible	✓				
Electrical / Mechanical Rooms Locked	✓				
Electrical / Mechanical Rooms not used for Storage	✓				
Surge Protectors & Extension Cords not Daisy Chained	✓				
Buffer Machines have Rubber Handles	✓				
Electric Cleaning Equipment Power Cords in Good Condition	✓				
Wet Floor Signs Available	✓				
Parking Lot is Free of Obstructions / Debris	✓				
INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS (WORK ORDERS ARE PRIORITY)					
Inspected	S	NI	NA		Description and Location
Smoke Detectors Present & Operational	✓				
Kitchen Areas Equipped with CO2 (K Type) Fire Extinguisher	✓				
Illuminated Exit Lamps Mounted for each Exterior Door	✓				
Emergency Lights Present & Operational	✓				
Electrical Cover Plates Present & Serviceable	✓				
Handrails & Stair Treads are Tightly Fastened	✓				
Flooring in Good Condition, no Trip Hazards	✓				
Ladders are Serviceable	✓				

GENERAL MAINTENANCE (WORK ORDERS REQUIRED)				
Inspected		Description and Location		
		S	NI	NA
Ceiling in Good Repair. Tiles Present & Undamaged		✓		
Floor Covering in Good Repair. Tiles, Carpet, etc. Undamaged		✓		
Walls & Covering in Good Repair		✓		
Lights, Light Covers are Present & Operational		✓		
Sinks, Toilets, Showers do not Leak		✓		
Interior & Exterior Doors & Locks are Operational		✓		
Windows & Window Locks are Operational and Undamaged		✓		
HVAC Maintains Appropriate Temperature		✓		
Roof is in Good Condition		✓		
Exterior Walls in Good Condition		✓		
Fixtures are Securely Fastened		✓		
Fencing & Gates are Serviceable		✓		
Outside Seating, Benches, Picnic Tables, etc. are Serviceable		✓		
Gazebos, Overhead Covering, etc. are Serviceable		✓		
Playground Equipment is Serviceable, Free of Hazards		✓		
Parking Lot is Free of Pot Holes		✓		
Parking Spot Lines are Clearly Marked		✓		

NOTES:

1. Items marked "Needs Improvement" must receive attention in a timely manner.
2. Items marked "Needs Improvement" in Section 1 does not require a work order. These items can be addressed by facility staff.
3. Items marked "Needs Improvement" in Sections 2 & 3 require a work order to be placed with Central Services.
4. Items marked "Needs Improvement" in Section 2 are considered a priority, as they pertain to Safety.
5. After each monthly inspection is conducted, a copy of this report must be sent to Risk Management via email at: aoates@augustaga.gov or through interdepartmental mail.
6. Inquiries about this evaluation can be submitted to the Risk Management Office at 821-1704 or via email: aoates@augustaga.gov.

Augustine
GEORGIA

MONTHLY FACILITY INSPECTION

Department: Public Health Facility: Public Health Inspector: James H. Williams Date: 2-1-17

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

ADMINISTRATION & HOUSEKEEPING					Description and Location
Inspected	S	NI	NA		
Employee Bulletin Board Established	✓				
Worker's Compensation Panel of Physicians Posted	✓				
Worker's Compensation Bill of Rights Posted	✓				
Safety Policy Available to Employees	✓				
Augusta Mission Statement Posted	✓				
Monthly Inspection Reports are Filed & Available for Reference by Risk Management	✓				
Walkways Free of Obstruction, Standing Water, Oil, etc.	✓				
Cleaning Chemicals are Clearing Marked	✓				
Fire Alarm Pull Stations & Fire Extinguishers are Accessible	✓				
Fire Extinguishers Inspected Monthly by Facility Staff	✓				
Fire Evacuation Plan Maps Posted	✓				
Flammable Items Isolated and Secured	✓				
First Aid Kit / AED Defibrillator Accessible	✓				
Electrical / Mechanical Rooms Locked	✓				
Electrical / Mechanical Rooms not used for Storage	✓				
Surge Protectors & Extension Cords not Daisy Chained	✓				
Buffer Machines have Rubber Handles	✓				
Electric Cleaning Equipment Power Cords in Good Condition	✓				
Wet Floor Signs Available	✓				
Parking Lot is Free of Obstructions / Debris	✓				
INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS (WORK ORDERS ARE PRIORITY)					
Inspected	S	NI	NA		Description and Location
Smoke Detectors Present & Operational	✓				
Kitchen Areas Equipped with CO2 (K Type) Fire Extinguisher	✓				
Illuminated Exit Lamps Mounted for each Exterior Door	✓				
Emergency Lights Present & Operational	✓				
Electrical Cover Plates Present & Serviceable	✓				
Handrails & Stair Treads are Tightly Fastened	✓				
Flooring in Good Condition, no Trip Hazards	✓				
Ladders are Serviceable	✓				

no fire in fire in August 1st

INSPECTOR - Stan Brown

5. COMMENTS - _____

FACILITIES INSPECTION

DEPARTMENT - Recreation DATE - 2-2-2018INSPECTOR - Marcus McDaniel

1. Fire Protection/Prevention - a. Alarm system available and serviceable b. Extinguishing equipment serviceable c. Exits free of obstructions d. Exit doors are functional. e. Flammable materials are properly stored f. Stairs/fire escapes clear of debris g. Employees aware of evacuation procedures	YES ✓ ✓ ✓ ✓ ✓ N/A	NO
2. HOUSEKEEPING - a. Isles and floors are clear. b. Storage and piling of materials is not present. c. Wash and locker rooms clean and not cluttered. d. Lighting and ventilation is adequate. e. Waste is disposed of daily. f. Yards and parking areas are clear and pose no hazards. g. Utility room is free of stored materials.	YES ✓ ✓ ✓ ✓ ✓ ✓	NO ✓
3. OFFICE EQUIPMENT - a. Rolling chairs have 5 prong base. b. Chairs are adjustable to the user. c. Desks are free from splinters and defects. d. Electrical devices are serviceable and cords not frayed. e. Surge protectors, not house hold extension cords, are in use.	YES ✓ ✓ ✓ ✓ ✓	NO
4. ADMINISTRATION - a. Notice of Panel Doctors is posted in prominent location for employees. b. Employees participate in regular safety meetings. c. First Aid kit is available and stocked. d. Weather radio is available and serviceable.	YES ✓ ✓ ✓	NO ✓

5. COMMENTS - _____

FACILITIES INSPECTION

DEPARTMENT - Recreation DATE - 3.6.2018INSPECTOR - Marcus McDaniel

1. Fire Protection/Prevention -	YES	NO
a. Alarm system available and serviceable	✓	
b. Extinguishing equipment serviceable	✓	
c. Exits free of obstructions	✓	
d. Exit doors are functional.	✓	
e. Flammable materials are properly stored		✓
f. Stairs/fire escapes clear of debris	N/A	
g. Employees aware of evacuation procedures	✓	
2. HOUSEKEEPING -	YES	NO
a. Isles and floors are clear.	✓	
b. Storage and piling of materials is not present.	✓	
c. Wash and locker rooms clean and not cluttered.		✓
d. Lighting and ventilation is adequate.		✓
e. Waste is disposed of daily.	✓	
f. Yards and parking areas are clear and pose no hazards.	✓	
g. Utility room is free of stored materials.		✓
3. OFFICE EQUIPMENT -	YES	NO
a. Rolling chairs have 5 prong base.	✓	
b. Chairs are adjustable to the user.	✓	
c. Desks are free from splinters and defects.		✓
d. Electrical devices are serviceable and cords not frayed.	✓	
e. Surge protectors, not house hold extension cords, are in use.	✓	
4. ADMINISTRATION -	YES	NO
a. Notice of Panel Doctors is posted in prominent location for employees.	✓	
b. Employees participate in regular safety meetings.		✓
c. First Aid kit is available and stocked.	✓	
d. Weather radio is available and serviceable.	✓	

5. COMMENTS - _____

FACILITIES INSPECTION

DEPARTMENT - Recreation DATE - 4.3.2018INSPECTOR - Marcus McDaniel / Ken Dixon

1. Fire Protection/Prevention - a. Alarm system available and serviceable b. Extinguishing equipment serviceable c. Exits free of obstructions d. Exit doors are functional. e. Flammable materials are properly stored f. Stairs/fire escapes clear of debris g. Employees aware of evacuation procedures	YES ✓ ✓ ✓ ✓ ✓ ✓	NO ✓ N/A ✓
2. HOUSEKEEPING - a. Isles and floors are clear. b. Storage and piling of materials is not present. c. Wash and locker rooms clean and not cluttered. d. Lighting and ventilation is adequate. e. Waste is disposed of daily. f. Yards and parking areas are clear and pose no hazards. g. Utility room is free of stored materials.	YES ✓ ✓ ✓ ✓ ✓ ✓ ✓	NO ✓
3. OFFICE EQUIPMENT - a. Rolling chairs have 5 prong base. b. Chairs are adjustable to the user. c. Desks are free from splinters and defects. d. Electrical devices are serviceable and cords not frayed. e. Surge protectors, not house hold extension cords, are in use.	YES ✓ ✓ ✓ ✓ ✓	NO
4. ADMINISTRATION - a. Notice of Panel Doctors is posted in prominent location for employees. b. Employees participate in regular safety meetings. c. First Aid kit is available and stocked. d. Weather radio is available and serviceable.	YES ✓ ✓ ✓ ✓	NO ✓

5. COMMENTS - Fire alarm switch by front entrance needs to be changed. MM

FACILITIES INSPECTION

DEPARTMENT - RecreationDATE - 7/5/18INSPECTOR - Marcus McDaniel

1. Fire Protection/Prevention -	YES	NO
a. Alarm system available and serviceable	✓	
b. Extinguishing equipment serviceable	✓	
c. Exits free of obstructions	✓	
d. Exit doors are functional.	✓	
e. Flammable materials are properly stored	✓	
f. Stairs/fire escapes clear of debris	—	—
g. Employees aware of evacuation procedures		
2. HOUSEKEEPING -	YES	NO
a. Isles and floors are clear.	✓	
b. Storage and piling of materials is not present.	✓	
c. Wash and locker rooms clean and not cluttered.		✓
d. Lighting and ventilation is adequate.		✓
e. Waste is disposed of daily.	✓	
f. Yards and parking areas are clear and pose no hazards.	✓	
g. Utility room is free of stored materials.	✓	
3. OFFICE EQUIPMENT -	YES	NO
a. Rolling chairs have 5 prong base.	✓	
b. Chairs are adjustable to the user.	✓	
c. Desks are free from splinters and defects.		✓
d. Electrical devices are serviceable and cords not frayed.	✓	
e. Surge protectors, not house hold extension cords, are in use.	✓	
4. ADMINISTRATION -	YES	NO
a. Notice of Panel Doctors is posted in prominent location for employees.	✓	
b. Employees participate in regular safety meetings.		✓
c. First Aid kit is available and stocked.	✓	
d. Weather radio is available and serviceable.	✓	

5. COMMENTS - Light in gym is out ^{MM}

FACILITIES INSPECTION

DEPARTMENT - Recreation DATE - 9/13/18INSPECTOR - Marcus McDaniel / Ken Nixon

1. Fire Protection/Prevention - a. Alarm system available and serviceable b. Extinguishing equipment serviceable c. Exits free of obstructions d. Exit doors are functional. e. Flammable materials are properly stored f. Stairs/fire escapes clear of debris g. Employees aware of evacuation procedures	YES ✓ ✓ ✓ ✓ ✓ N/A	NO
2. HOUSEKEEPING - a. Isles and floors are clear. b. Storage and piling of materials is not present. c. Wash and locker rooms clean and not cluttered. d. Lighting and ventilation is adequate. e. Waste is disposed of daily. f. Yards and parking areas are clear and pose no hazards. g. Utility room is free of stored materials.	YES ✓ ✓ ✓ ✓ ✓ ✓	NO ✓
3. OFFICE EQUIPMENT - a. Rolling chairs have 5 prong base. b. Chairs are adjustable to the user. c. Desks are free from splinters and defects. d. Electrical devices are serviceable and cords not frayed. e. Surge protectors, not house hold extension cords, are in use.	YES ✓ ✓ ✓ ✓ ✓	NO
4. ADMINISTRATION - a. Notice of Panel Doctors is posted in prominent location for employees. b. Employees participate in regular safety meetings. c. First Aid kit is available and stocked. d. Weather radio is available and serviceable.	YES ✓ ✓ ✓	NO ✓

5. COMMENTS - Fire Exting. near games room overcharged
2nd Row light in games room malfunctioning

FACILITIES INSPECTION

DEPARTMENT - Recreation DATE - 10/1/2018
 INSPECTOR - Marcus McDaniel / Ken Dixon

1. Fire Protection/Prevention - a. Alarm system available and serviceable b. Extinguishing equipment serviceable c. Exits free of obstructions d. Exit doors are functional. e. Flammable materials are properly stored f. Stairs/fire escapes clear of debris g. Employees aware of evacuation procedures	YES ✓ ✓ ✓ ✓ ✓ N/A ✓	NO
2. HOUSEKEEPING - a. Isles and floors are clear. b. Storage and piling of materials is not present. c. Wash and locker rooms clean and not cluttered. d. Lighting and ventilation is adequate. e. Waste is disposed of daily. f. Yards and parking areas are clear and pose no hazards. g. Utility room is free of stored materials.	YES ✓ ✓ ✓ ✓	NO ✓ ✓ ✓ ✓
3. OFFICE EQUIPMENT - a. Rolling chairs have 5 prong base. b. Chairs are adjustable to the user. c. Desks are free from splinters and defects. d. Electrical devices are serviceable and cords not frayed. e. Surge protectors, not house hold extension cords, are in use.	YES ✓ ✓ ✓ ✓ ✓	NO
4. ADMINISTRATION - a. Notice of Panel Doctors is posted in prominent location for employees. b. Employees participate in regular safety meetings. c. First Aid kit is available and stocked. d. Weather radio is available and serviceable.	YES ✓ ✓ ✓ ✓	NO

5. COMMENTS - Pull station(s) need to be replaced.
A/C in games room not adequate
Back door does not close by itself
Light women's locker room need to be fixed

RISK MANAGEMENT FACILITIES SAFETY/MAINTENANCE EVALUATION REPORT

Reviewed By (Initial):
Loss Prevention: 4/27/17
Date: 4/27/17
Copy For: _____
Facility Rep.: _____ Date: _____

Department: Recreation Facility: Berne Union C.C. Address: Lumberton RD

Date: 4/26, 2017 Facility Manager: C. Young, Cent. Svc Inspector: A. OATES

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

FACILITY EVALUATION SUMMARY				FOLLOW-UP EVALUATION DATE: <u>June 7-15</u>	
	INSPECTED	S	NI	NA	COMMENTS
1. ADMINISTRATION & HOUSEKEEPING			X		SEE COMMENTS BELOW AND ATTACHED PICTURES FOR DETAILS
2. INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS			X		
3. GENERAL MAINTENANCE			X		
ADMINISTRATION & HOUSEKEEPING					
1.1 Established Employee Bulletin Board		X			
1.2 Worker's Compensation Panel of Physicians Posted		X			
1.3 Worker's Compensation Bill of Rights Posted		X			
1.4 Safety Policy Available		X			
1.5 Substance Abuse Policy Available		X			
1.6 Augusta Mission Statement Posted		X			
1.7 Manager is Aware of CONCERN: EAP Program		X			Some Progress 6/2/17
1.8 Monthly Facility Inspections Completed & Kept on File for Viewing		X			
1.9 Combustible Waste Disposed of Efficiently		X			
1.10 Walkways, Office Spaces, Stairwells, & Doorways Free of Clutter		X			
1.11 Kitchen Area is Clean		X			
1.12 Office Equipment & Furniture is Serviceable		X			
1.13 Cleaning Supply Closet / Storage Area Clean		X			
1.14 Floors are Free of Standing Water, Oils, Greases, etc.		X			
1.15 Doors, Hallways, Stairwells, etc. Leading Outside is Unobstructed		X			
1.16 Mechanical and / or Electrical Room Doors are Locked		X			
1.17 Mechanical and / or Electrical Rooms are not used for Storage		X			
1.18 Fuse Panels are Locked or Secured from Citizens		X			
1.19 Electrical Cords & Ground Plugs on Cleaning Equipment are Serviceable		X			
1.21 Surge Protectors are not Daisy Chained		X			
1.22 Extension Cords & Surge Protectors have Serviceable Cords		X			
1.23 Buffer Machines have Rubber Handles / Grips		X			
1.24 Wet Floor Signs are Available		X			
1.25 Cleaning Chemicals are Clearly Marked with Correct Contents		X		X	
1.26 Personal Protective Equipment is Available					
1.27 Unnecessary Lights are Turned Off			X		TURN-KEY LIGHT SWITCH WILL NOT RELEASE KEY
1.28 Keys to the Facility are Accounted For		X			
1.29 If Cash is Used, Procedures for Storage & Deposits		X			
1.30 Procedures for Handling Difficult Citizens		X			
1.31 Parking Area Free of Obstructions		X			
1.32 Outside Break Area Free of Obstructions / Debris		X			

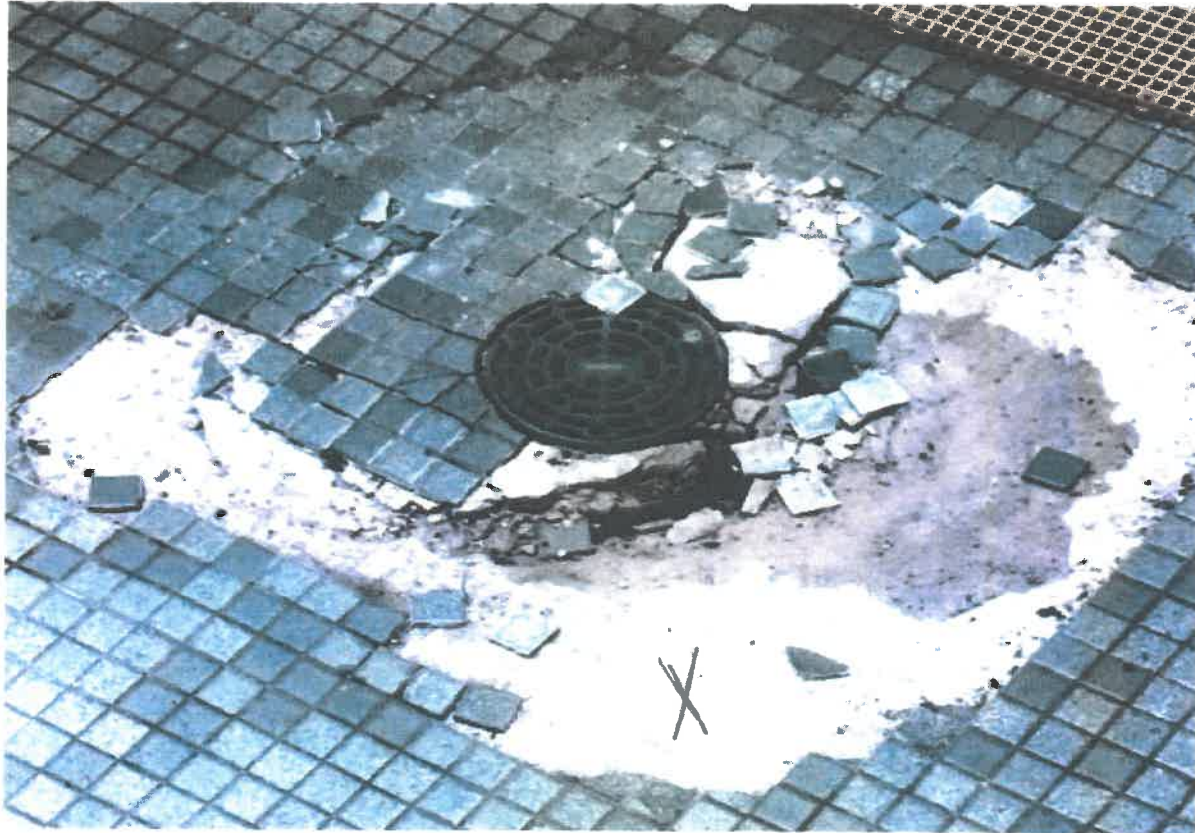
1. WATER HEATER SHOULD BE RESING IN AN OVERFLOW PAN.

[Handwritten signature]

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BATHROOM FLOOR TILEWORK IS DAMAGED AROUND FLOOR DRAINS IN TWO BATHROOMS. WATER MAY BE LEAKING UNDERNEATH THE TILE INSIDE THE DRAIN PIPE.



SEVERAL LIGHT BULBS ARE INOP THROUGHOUT THE FACILITY



MOISTURE HAS DAMAGED CEILING TILES AND MOLD IS GROWING ON A/C VENT. HVAC CONDENSATION ISSUE.



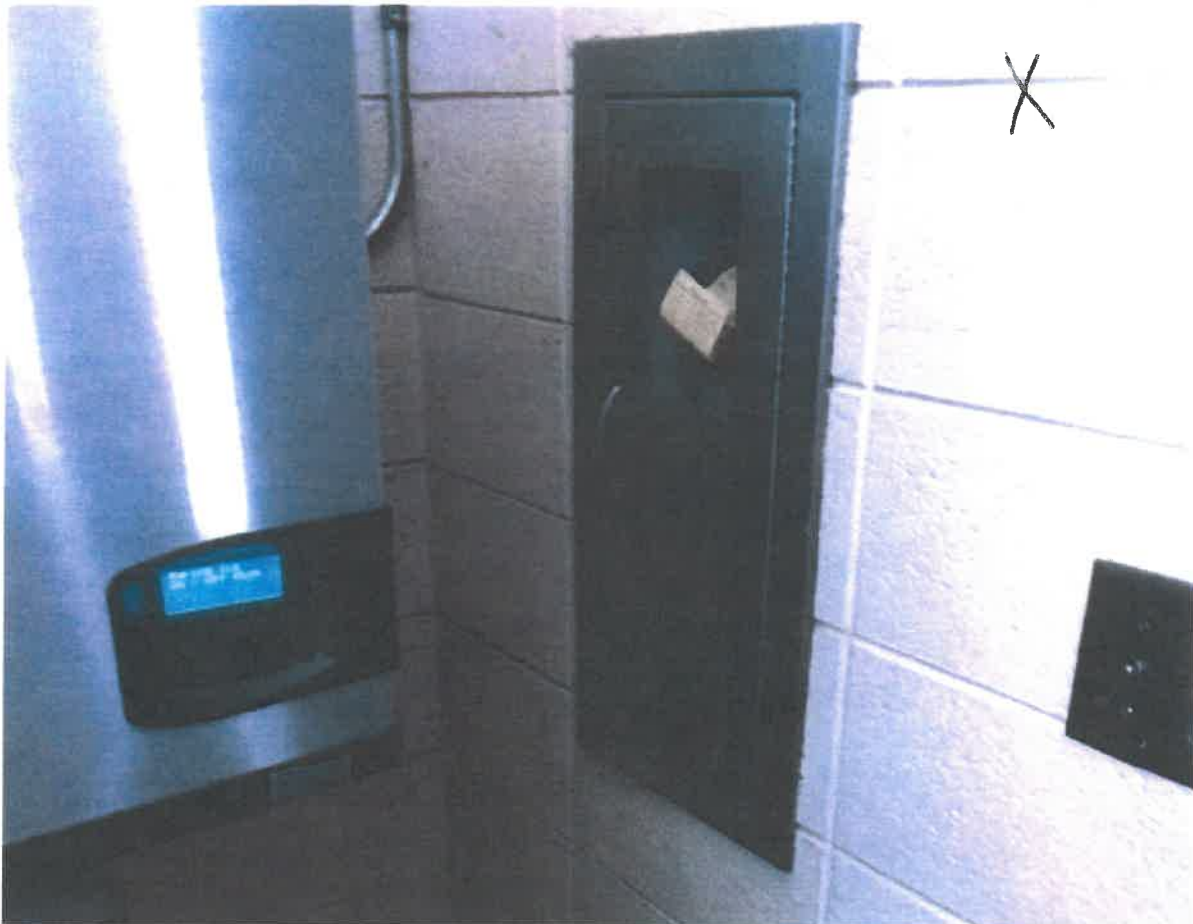
FIRE EXTINGUISHER CABINET IS MISSING DOOR GLASS.



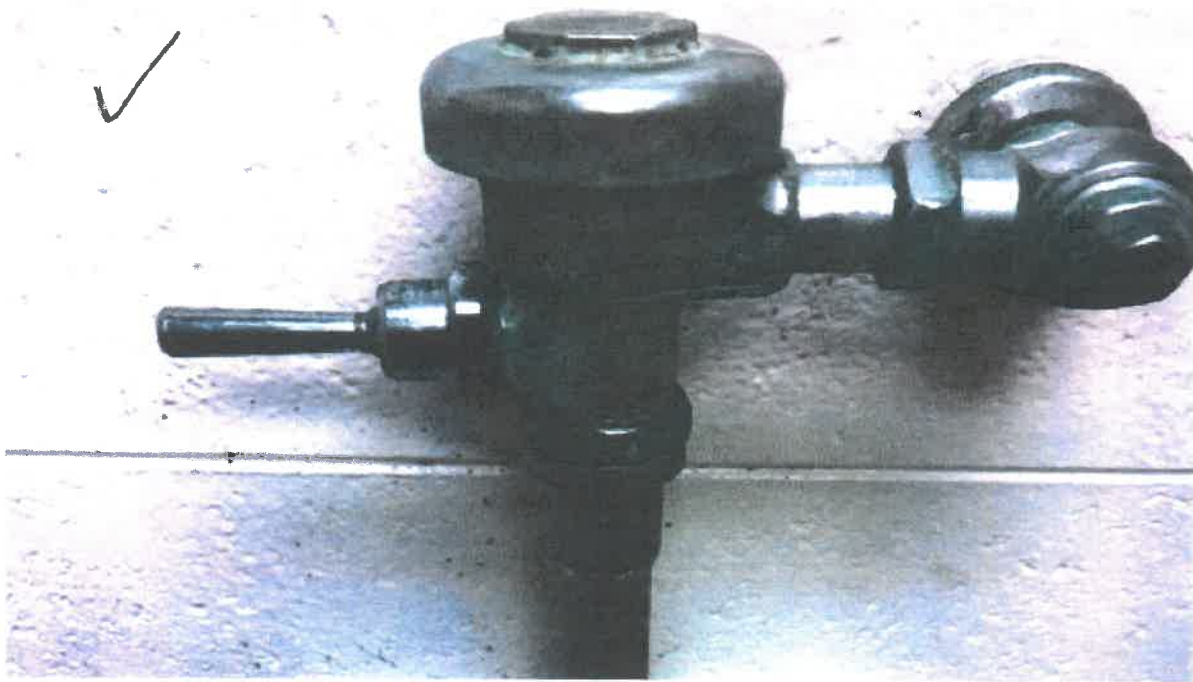
TURN-KEY LIGHT SWITCH WILL NOT RELEASE THE KEY.



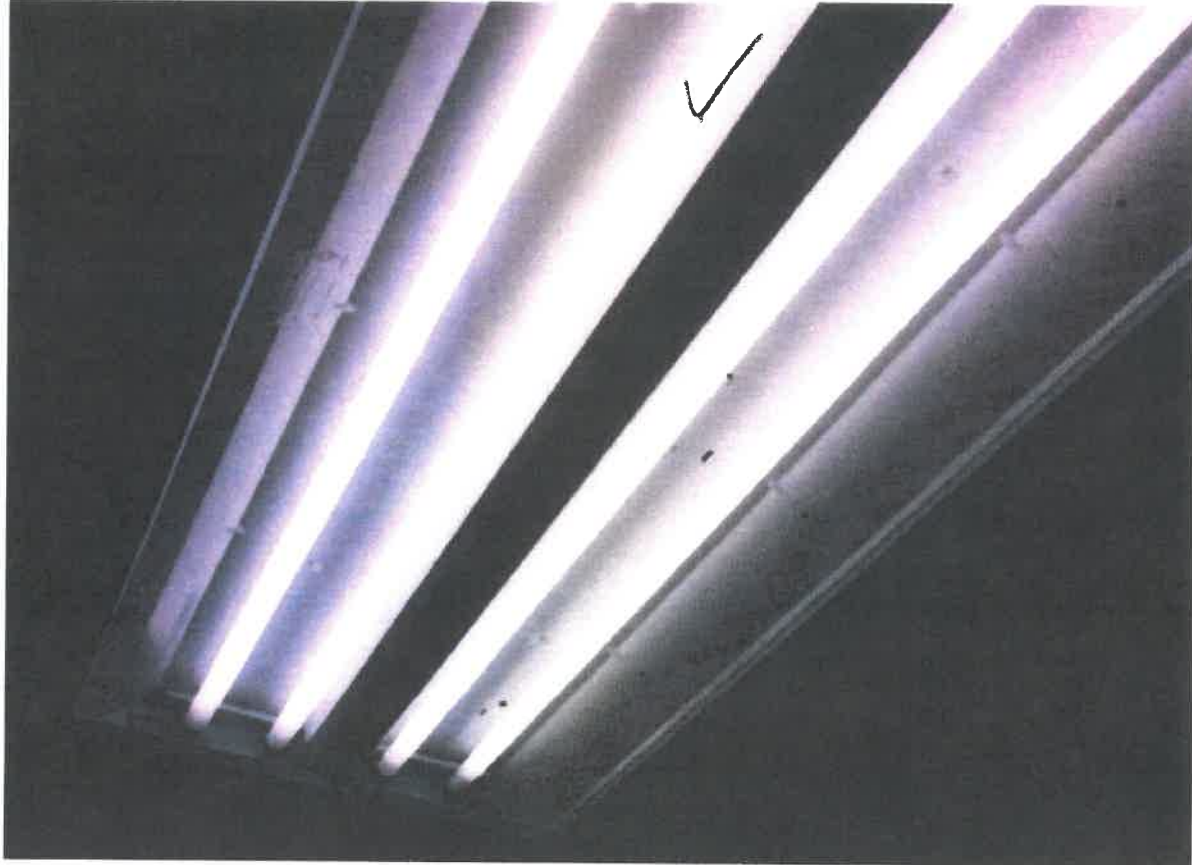
ACCESS TO FIRE EXTINGUISHER IS BLOCKED BY ICE MACHINE. MACHINE NEEDS TO BE RELOCATED.



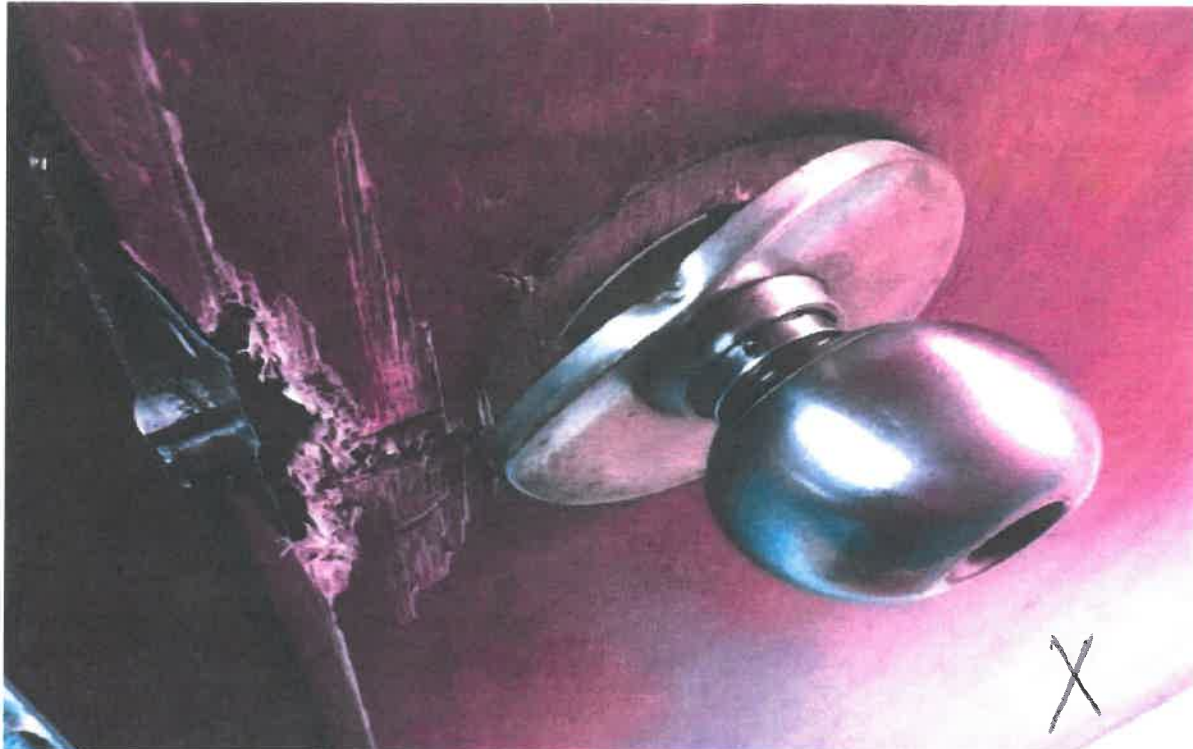
✓
URINAL MECHANISM LEAKS DURING FLUSH



MISSING LIGHT FIXTURE COVER



DAMAGED STORAGE ROOM DOOR/KNOB



BATHROOM STALL DOOR MISSING LOCK AND THE FRAME IS DAMAGED.



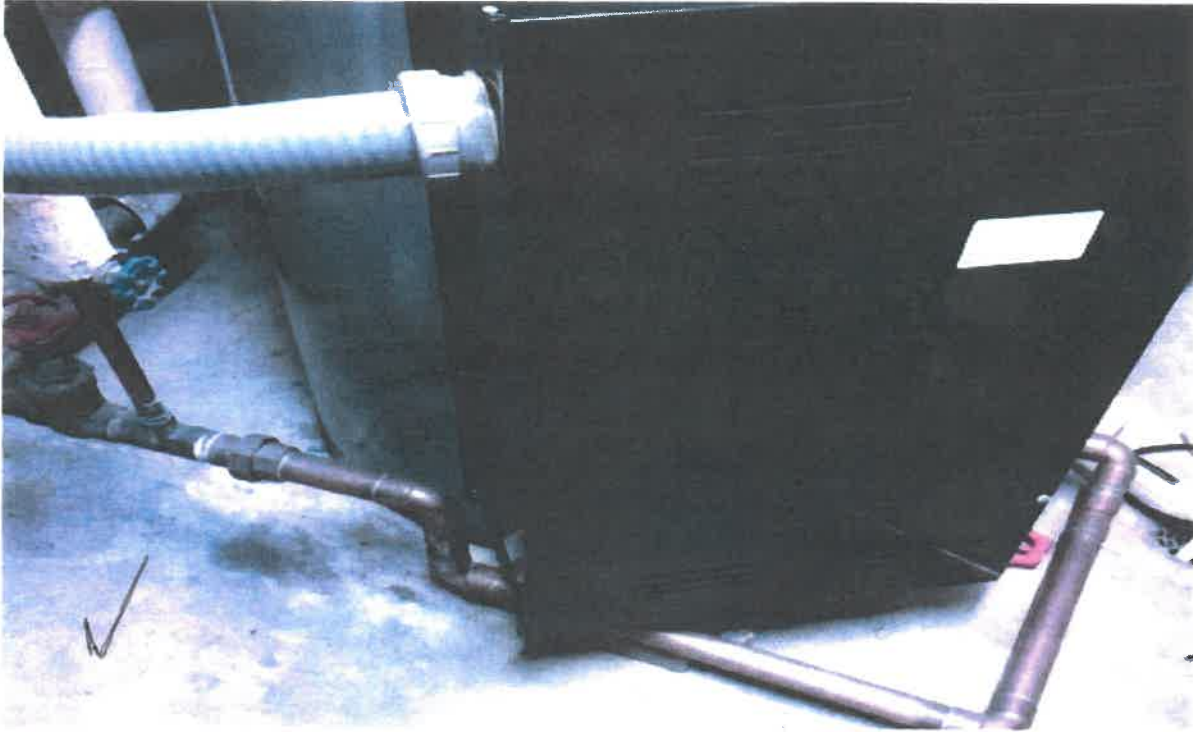
MISSING OR DAMAGED BASE BOARDS THROUGHOUT THE FACILITY



ALL SMOKE ALARMS FAILED TEST. FIRE HAZARD/LIFE SAFETY



BOTH HOT WATER HEATERS SHOULD BE RESTING INSIDE AN OVERFLOW PAN IN CASE OF LEAK.



NEW SIDEWALK HAS DEEP DROP OFF. TRIP HAZARD.



PLAYGROUND LADDER HANDRAILS ARE LOOSE AND COULD GIVE WAY.



August 1892

Date _____

Date _____

Facility: Denise Ward C.C.

Address: Lincoln Rd

Date: 2/14, 2018 Facility Manager: S. Brown, C. Hart, K. Winters

Inspector: A. OATES

LEGEND: S = Satisfactory NI = Needs Improvement NA = Not Applicable

J. Adams, G. Parker,

Inspector: A. OATES

PAGE 1 of 3

FACILITY EVALUATION SUMMARY					FOLLOW-UP EVALUATION DATE: 28 MAR 18	
INSPECTED		S	NI	COMMENTS		
1.	ADMINISTRATION & HOUSEKEEPING		X	SEE COMMENTS BELOW AND ATTACHED PICTURES FOR DETAILS		
2.	INJURY, HEALTH, & PROPERTY DAMAGE HAZARDS		X			
3.	GENERAL MAINTENANCE		X			
INSPECTED		ADMINISTRATION & HOUSEKEEPING			COMMENTS	
1.1	Established Employee Bulletin Board	X			4 Ltr of PICTURES MADE 4/12/18	
1.2	Worker's Compensation Panel of Physicians Posted	X				
1.3	Worker's Compensation Bill of Rights Posted	X				
1.4	Safety Policy Available	X				
1.5	Substance Abuse Policy Available	X				
1.6	Augusta Mission Statement Posted	X				
1.7	Manager is Aware of CONCERN: EAP Program	X				
1.8	Monthly Facility Inspections Completed & Kept on File for Viewing	X				
1.9	Combustible Waste Disposed of Efficiently	X				
1.10	Walkways, Office Spaces, Stairwells, & Doorways Free of Clutter		X			HALLWAY IS USED TO STORE TABLES
1.11	Kitchen Area is Clean	X				
1.12	Office Equipment & Furniture is Serviceable	X				
1.13	Cleaning Supply Closet / Storage Area Clean	X				
1.14	Floors are Free of Standing Water, Oils, Greases, etc.	X				
1.15	Doors, Hallways, Stairwells, etc. Leading Outside is Unobstructed		X		RAISED FLOOR TRANSITION	
1.16	Mechanical and / or Electrical Room Doors are Locked	X				
1.17	Mechanical and / or Electrical Rooms are not used for Storage	X				
1.18	Fuse Panels are Locked or Secured from Citizens		X		UNSECURED FUSE PANEL	
1.19	Electrical Cords & Ground Plugs on Cleaning Equipment are Serviceable	X				
1.21	Surge Protectors are not Daisy Chained	X				
1.22	Extension Cords & Surge Protectors have Serviceable Cords	X				
1.23	Butter Machines have Rubber Handles / Grips	X				
1.24	Wet Floor Signs are Available	X				
1.25	Cleaning Chemicals are Clearly Marked with Correct Contents		X		UNMARKED CHEMICALS	
1.26	Personal Protective Equipment is Available	X				
1.27	Unnecessary Lights are Turned Off	X				
1.28	Keys to the Facility are Accounted For	X				
1.29	If Cash is Used, Procedures for Storage & Deposits	X				
1.30	Procedures for Handling Difficult Citizens	X				
1.31	Parking Area Free of Obstructions	X				
1.32	Outside Break Area Free of Obstructions / Debris	X				

INJURY, HEALTH & PROPERTY DAMAGE HAZARD					COMMENTS
INSPECTED					
2.1	Fire Alarm Pull Stations Accessible and Serviceable	X			
2.2	Record of Fire Suppression System Testing			X	
2.3	Smoke Detectors Installed and Operational	X			
2.4	Sprinkler Heads Unobstructed			X	
2.5	Fire Extinguishers Mounted on the Wall, Charged, & Accessible		X		BLOCKED ACCESS TO FIRE EXTINGUISHER
2.6	Fire Extinguishers Inspected Monthly by Staff		X		KITCHEN EXTINGUISHER NOT INSPECTED MONTHLY
2.7	Employees Trained to Operate Fire Extinguishers	X			
2.8	Fire Extinguishers Appropriate for Types of Fire Hazards	X			
2.9	Flammable Items Isolated & Stored Away from Hot Work Machines			X	
2.10	First Aid Kit Available & Stocked	X			
2.11	Illuminated Exit Signs Installed, Operational & Intact	X			
2.12	Emergency Lights Installed & Operational			X	
2.13	Rotating Machine Parts are Guarded			X	
2.14	Electrical Cover Plates are Present & Serviceable		X		DETACHED OUTLET COVER
2.15	Handrails are Installed & Secure			X	
2.16	Stair Treads are Secure			X	
2.17	Flooring Free of Trip Hazards	X			DAMAGED FLOOR TILES
2.18	Ladders are Serviceable and Secure			X	
2.19	Landscape does not Block Observation	X			
2.20	Window Locks are Installed and Operational	X			
GENERAL MAINTENANCE					COMMENTS
INSPECTED					
3.1	Interior & Exterior Doors, Latching Mechanisms & Locks Operational		X		MISSING LATCHING MECHANISM, NO LOCK ON STALL DOOR
3.2	HVAC Filters Clean	X			
3.3	Fuse Panels has no Open Ports	X			
3.4	Fuse Panels are Properly Labeled	X			
3.5	Faucets do no Leak	X			
3.6	Commodos Flush and do not Run Continuously		X		TOILET OUT OF ORDER
3.7	Sinks and Commodos to not Leak	X			
3.8	Windows are not Cracked, Damaged, or Missing	X			
3.9	HVAC Maintains Comfortable Temperature		X		HVAC IN GYM NOT MAINTAINING TEMPERATURE
3.10	Exterior & Interior Lighting is Sufficient & Operational		X		MANY INOP LIGHTS
3.11	Exterior & Interior Paint / Wall Covering is in Good Condition		X		PAINT IS PEELING IN NUMEROUS LOCATIONS
3.12	All Fixtures are Firmly Attached	X			
3.13	Exterior Walls & Roofing are in Good Condition		X		POSSIBLE ROOF LEAKS
3.14	Interior Walls & Ceiling are in Good Condition		X		WATER DAMAGED CEILING IN NUMEROUS PLACES
3.15	Interior Floor Covering is in Good Condition		X		SEE 2.17 ABOVE
3.16	Fence & Gates are Serviceable	X			
3.17	Grounds are Free of Holes, Exposed Wiring, Exposed Pipes, etc.		X		TRIP HAZARDS ON SIDEWALKS, UTILITY COVER
3.18	Gutters & Downspouts are Installed & Serviceable	X			
MISCELLANEOUS ITEMS & EVALUATOR'S COMMENTS					
SEE ATTACHED PICTURES FOR ADDITIONAL ITEMS THAT NEED ATTENTION.					
THE MAJORITY OF THE ITEMS LISTED IN THIS REPORT CAN BE REPAIRED BY THE FACILITY STAFF. STRONGLY SUGGEST CENTER DIRECTOR CONDUCT MONTHLY INSPECTIONS OF THE FACILITY TO ASSIST IN MAINTAINING THE PROPERTY.					

EVALUATOR'S SIGNATURE _____

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CABLES AND PIPES ARE EXPOSED. REPRESENTS AN INJURY HAZARD.



UTILITY COVER WILL NOT FIT ON DAMAGED FRAME. REPRESENTS A TRIP HAZARD.



SIDEWALK LEDGE REPRESENTS A TRIP HAZARD.



LOUVER COVER IS DAMAGED. REPRESENTS AN INJURY HAZARD.



ELECTRICAL WIRES EXPOSED ON LIGHT POLE BY THE POOL. REPRESENTS A SHOCK HAZARD.



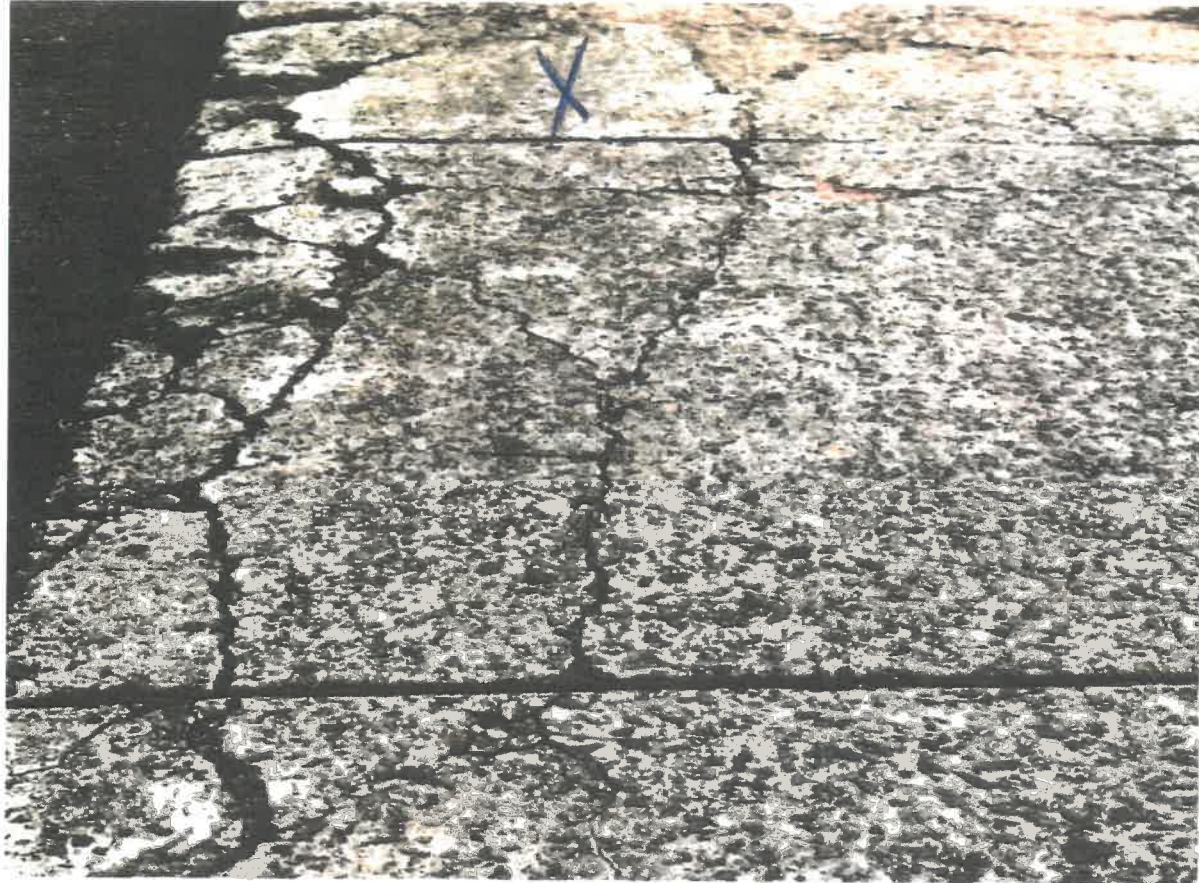
SIDEWALK AT REAR OF FACILITY IS UNEVEN. REPRESENTS A TRIP HAZARD.



DRYER VENT MISSING COVER FLAP.



SIDEWALK IS DAMAGED IN NUMEROUS LOCATIONS. REPRESENTS A TRIP HAZARD.



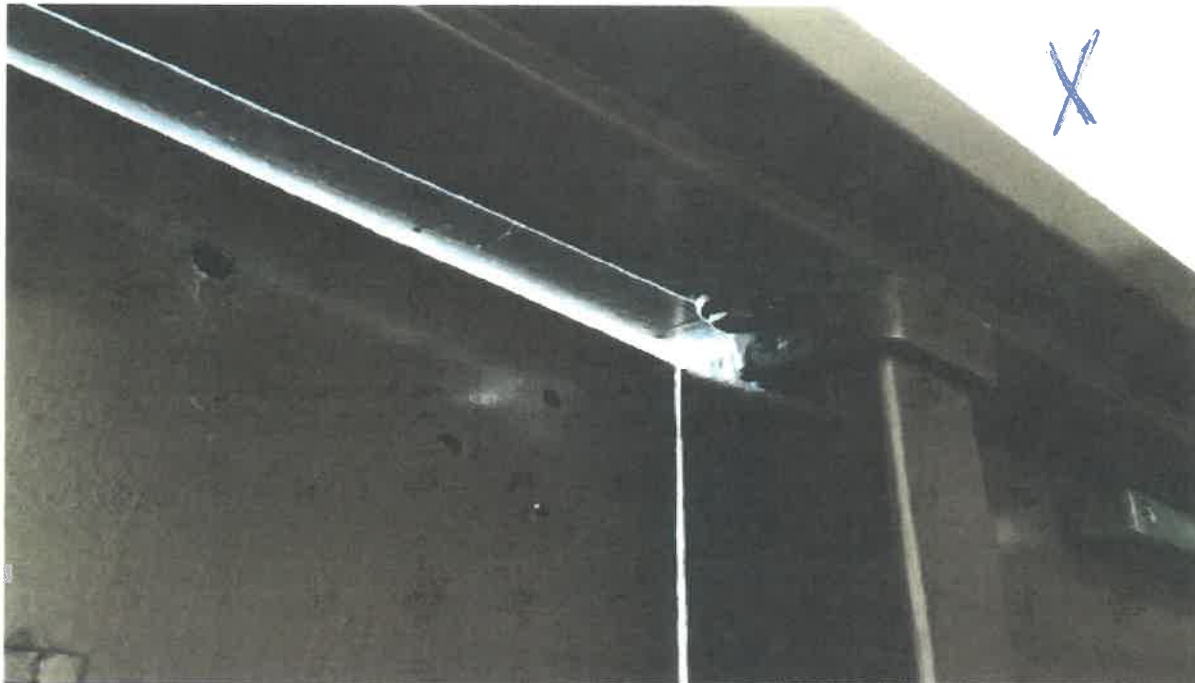
SEVERAL LIGHTS ARE INOP THROUGHOUT THE FACILITY.



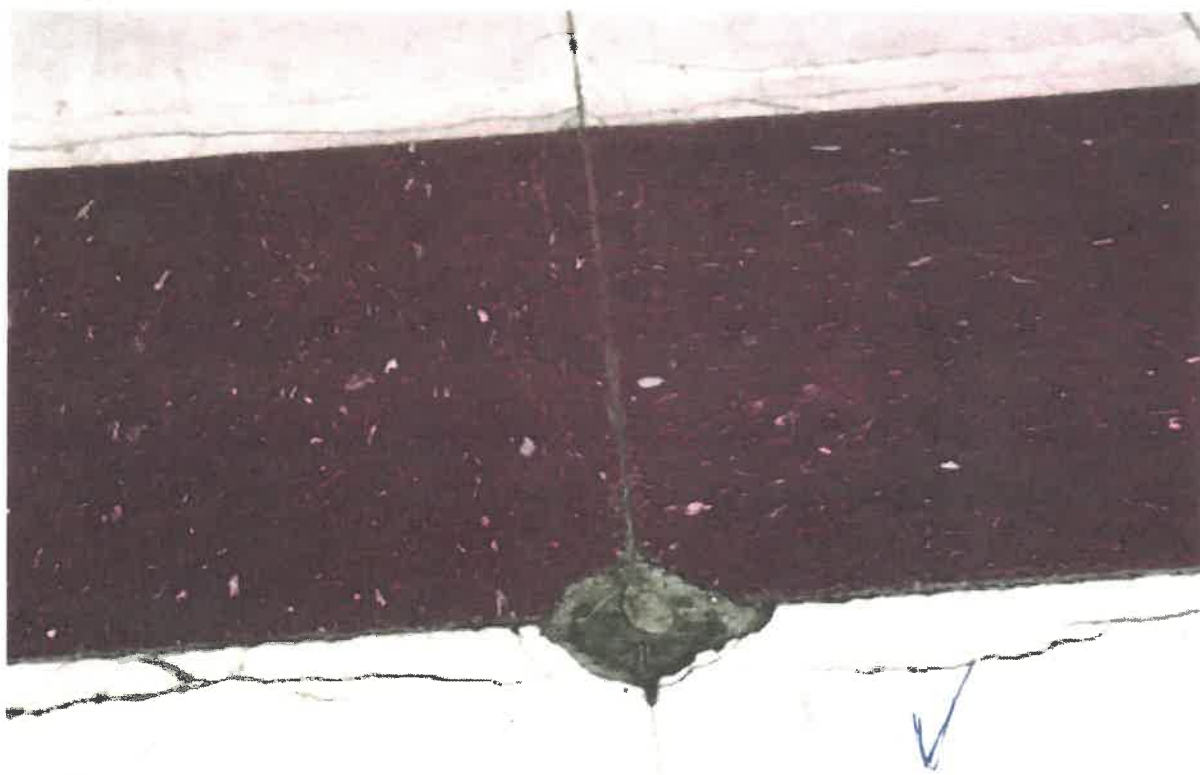
GYM DOOR MISSING LATCHING MECHANISM.



EXTERIOR REAR DOOR WILL NOT SHUT ON IT'S OWN. TOP CORNERS TOUCH EACH OTHER.



DAMAGED FLOOR TILES AT NUMEROUS LOCATIONS THROUGHOUT THE FACILITY. REPRESENTS TRIP HAZARDS.



BATHROOM STALL DOOR MISSING LOCK.

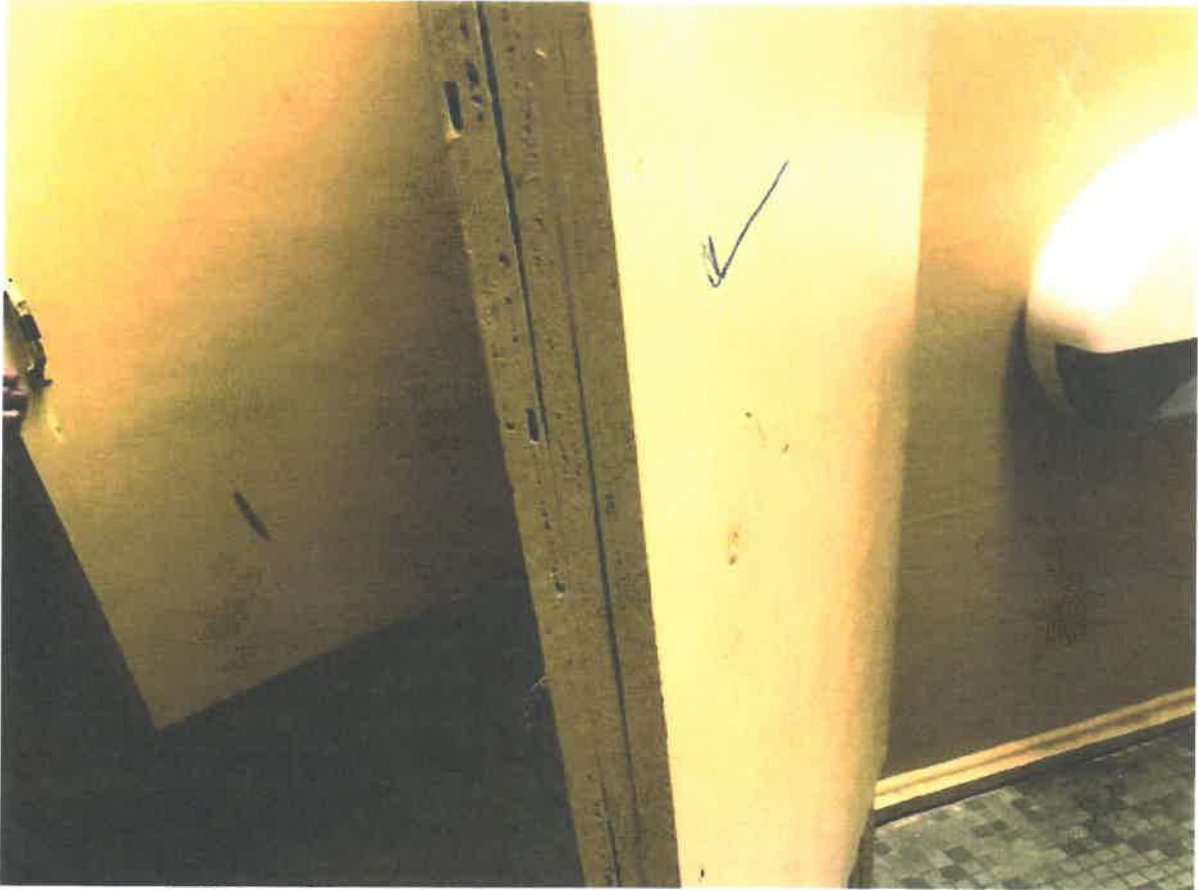


TABLE IS STORED IN THE HALLWAY. REPRESENTS AN EVACUATION HAZARD.



BATHROOM CEILING TILES APPEARS TO HAVE MOLD ON IT. LOCATE SOURCE OF MOISTURE, REPAIR, THEN REPLACE DAMAGED TILES.



LOCKER ROOM DOOR JAMS HAVE PEELING PAINT. SUGGEST REPAINTING.



MANY LOCKERS ARE DAMAGED AND INOP.



DAMAGED BASEBOARD TILES.



STORAGE ROOM BY THE BASKETBALL COURT HAS ITEMS STACKED TO THE CEILING. MUST MAINTAIN AT LEAST 18" ABOVE STORED ITEMS TO THE CEILING.



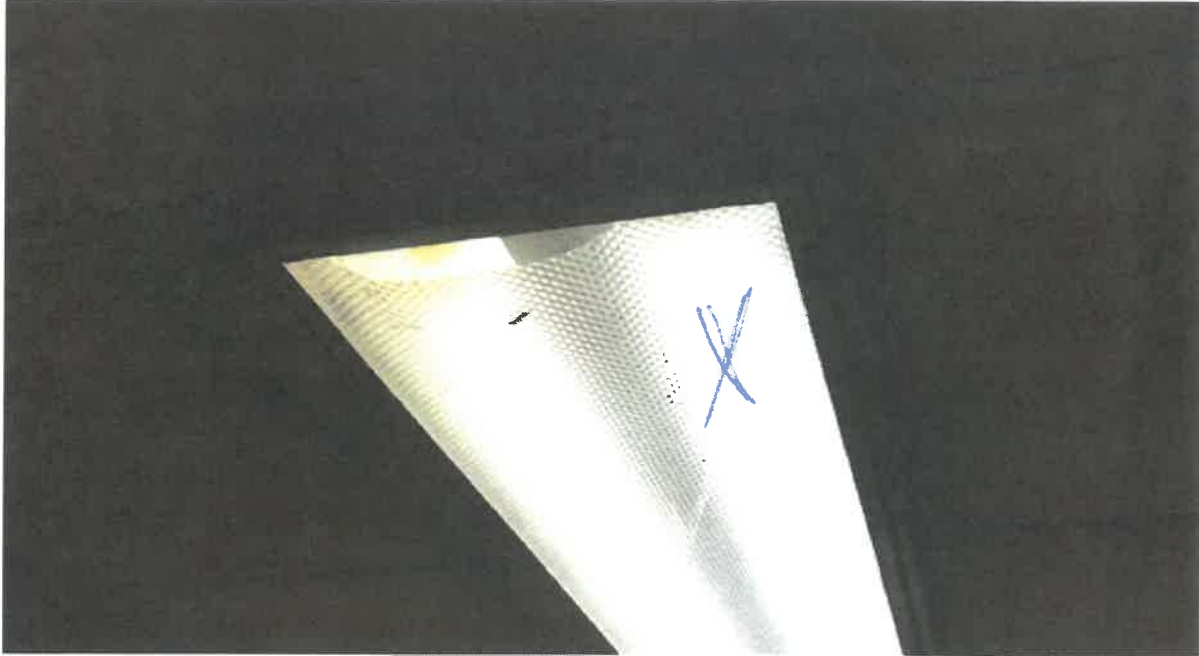
POWER OUTLET IS DETACHED FROM THE WALL IN THE GYM BY THE DOUBLE DOORS. REPRESENTS A SHOCK HAZARD.



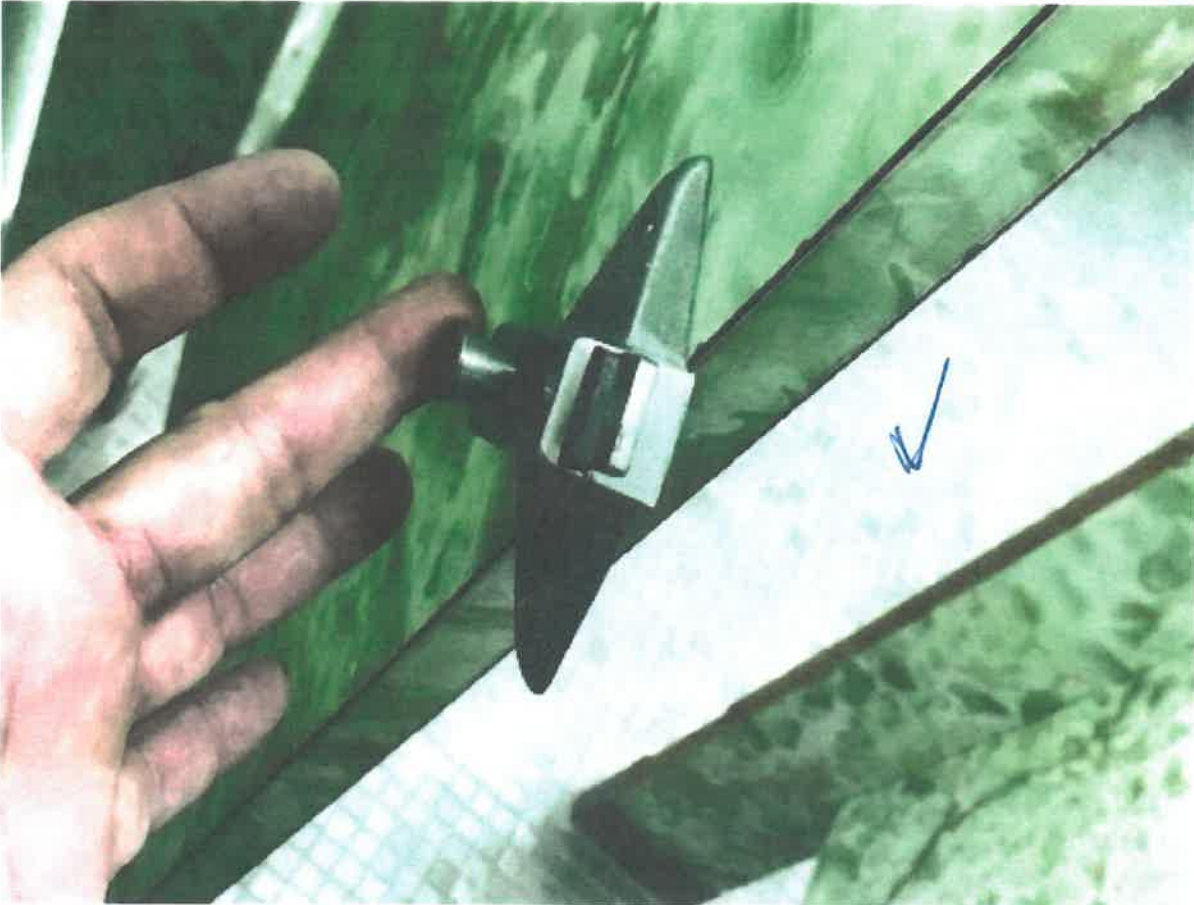
TOILET SEATS ARE LOOSE IN NUMEROUS STALLS. REPRESENTS A SLIP HAZARD.



LIGHT FIXTURE COVERS ARE DAMAGED ON NUMEROUS LIGHTS THROUGHOUT.



BATHROOM STALL LATCH IS LOOSE. NEEDS ANOTHER SCREW TO SECURE IN PLACE.



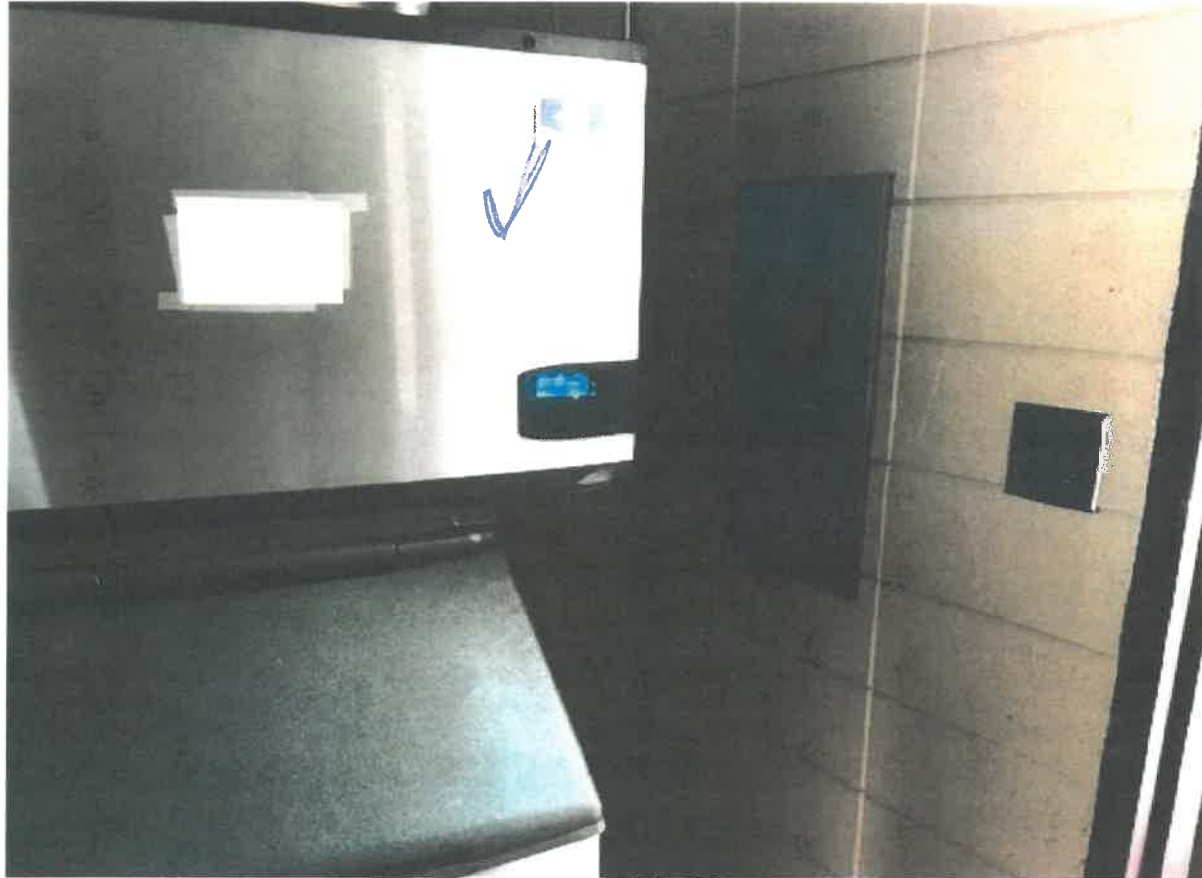
CRACKED WALL AROUND OLD WALL HEATERS.



WATER DAMAGED CEILING IN NUMEROUS LOCATIONS. ROOF NEEDS INSPECTED BY A PROFESSIONAL, POSSIBLY REPLACED.



ICE MACHINE IS BLOCKING ACCESS TO FIRE EXTINGUISHER. REPRESENT A FIRE HAZARD.



HOLE IN THE WALL BESIDE POWER OUTLET IN THE KITCHEN WHERE A STOVE USED TO BE PLACED. PATCH THE HOLE, REPRESENTS A POSSIBLE ENTRY POINT FOR RODENTS.



STORAGE CLOSET WITH CHEMICALS IS UNSECURE. MUST REMAIN LOCKED AND INACCESSIBLE TO CITIZENS. REPRESENTS A POISON HAZARD.



UNMARKED CHEMICALS. REPRESENTS A POISON HAZARD.



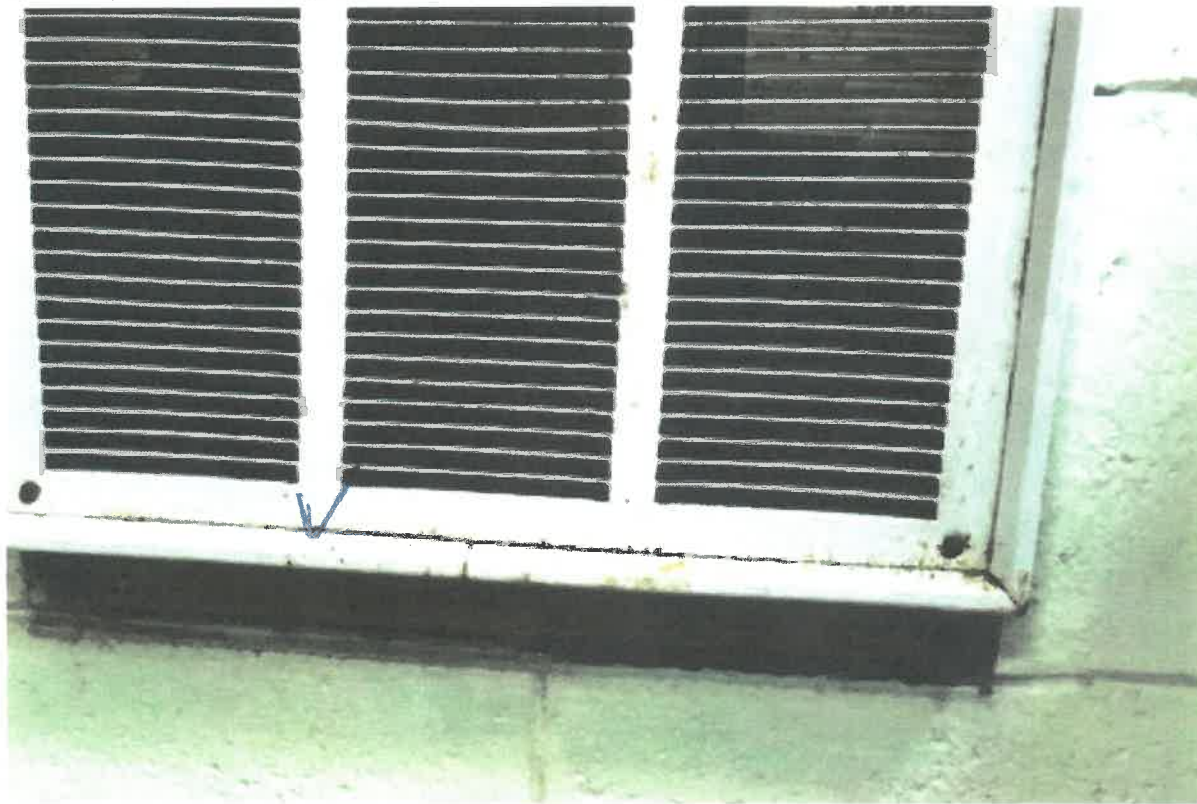
NUMEROUS DOOR STOPPERS ARE DAMAGED.



TOILET IS OUT OF ORDER.



GAP UNDERNEATH HVAC VENT NEEDS PROPERLY PATCHED.



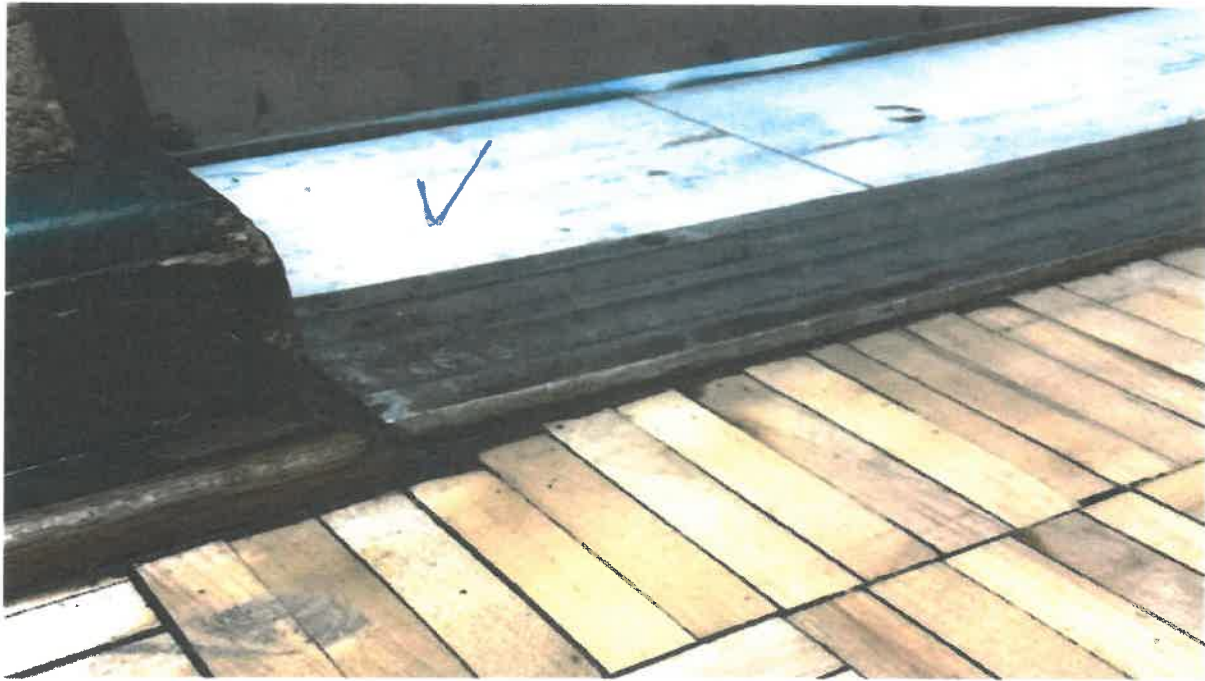
SIDE OF WATER FOUNTAIN IS DETACHED. REPRESENT AN INJURY HAZARD.



OLD HEATER COVER IN BATHROOM IS DETACHED. REPRESENTS AN INJURY HAZARD.



FLOOR TRANSITION AT THE DOUBLE DOORS INSIDE THE GYM IS LIFTING UP, REPRESENTS A TRIP HAZARD.



HOLE IN THE WALL BEHIND THE THERMOSTAT INSIDE THE FRONT OFFICE NEEDS PROPERLY PATCHED.



MISSING LIGHT FIXTURE COVER IN THE FRONT OFFICE.



WALLS ARE SEPARATING INSIDE STORAGE CLOSETS. FOUNDATION OF THE BUILDING IS ALLEDGEDLY SHIFTING, PER REPORT FROM CENTER DIRECTOR.



SMALL HOLE IN THE CORNER OF DOOR JAM AND WALL. ALLEDGEDLY, RODENTS ENTER THE FACILITY THROUGH THIS LOCATION.

