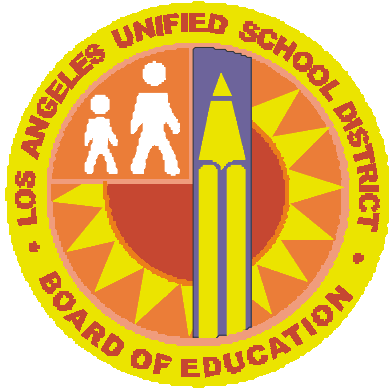


**APPENDIX V**  
**LAUSD CHECKLIST**



# Safe School Inspection Guidebook

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY**

**Revised: April 15, 2002**

# SAFE SCHOOL INSPECTION GUIDEBOOK

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# **INTRODUCTION**

## **OEHS SAFE SCHOOL INSPECTION PROGRAM**

The education of our children requires a learning environment which is safe and health-protective. Maintaining a safe learning environment requires the commitment and active participation of school administrators, plant managers, central support staff, and an informed school community. The Safe School Inspection Program was established to provide comprehensive routine assessment of safety conditions in all Los Angeles Unified School District schools.

## **SAFE SCHOOL INSPECTION PROCESS**

The Safe School Inspection process begins with a meeting between the OEHS safety officer and the site administrator. The meeting is followed by a brief walk-through of the school with the site administrator or plant manager. The safety officer then conducts a detailed inspection in accordance with the regulatory standards referenced in this Guidebook. The inspection concludes with a meeting between the safety officer and the site administrator to review the inspection findings and discuss any other safety concerns.

## **OBJECTIVE OF THE GUIDEBOOK**

This Guidebook covers 18 safety areas and defines the mandatory health and safety standards applicable to schools. Although the Guidebook was designed primarily for OEHS use, it is also a useful tool for school administrators, plant managers, and other members of the school community. For copies of the Safe School Inspection Guidebook, please refer to the OEHS web site: [www.laschools.org/oehs](http://www.laschools.org/oehs).

## GENERAL PROVISIONS

Program Area	Reference	Corrective Action	Comments
<b>School Safety and Health Committee</b>	Bulletin N-53 California Department of Education "Safe Schools a Planning Guide for Action"	<p>Verify the school has a safety committee. If so, verify the committee:</p> <ol style="list-style-type: none"> <li>1. Meets regularly (at least quarterly).</li> <li>2. Prepares written records of the issues discussed at the meetings and makes them available to affected employees.</li> <li>3. Reviews results of the periodic, scheduled workplace inspections.</li> <li>4. Reviews investigations of occupational accidents and the causes of incidents resulting in injury, illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents.</li> <li>5. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.</li> <li>6. Submits recommendations to assist in the evaluation of employee safety suggestions.</li> </ol> <p><b>Review safety committee meeting minutes and determine if recommendations have been implemented</b></p>	
<b>Safe School Plan</b>	Bulletin N-53	<p>Verify the school has a Safe School Plan which is up-to-date and evaluated at least annually.</p> <p><b>Review Safe Schools Plan and confirm it is up-to-date.</b></p>	
<b>Written Emergency Communication Plan</b>	Bulletin Q-48 Bulletin Q-50	<p>Verify the school has an up-to-date written communication plan for implementation during an earthquake or disaster which outlines internal and external communication measures.</p> <p><b>Review communication plan to ensure it is up-to-date.</b></p>	

## GENERAL PROVISIONS

Program Area	Reference	Corrective Action	Comments
<b>Injury and Illness Prevention Program</b>	8 CCR § 3203	Verify the facility has an Injury and Illness Prevention Program (IIPP) plan which is up-to-date and evaluated at least annually.  <b>Review IIPP to determine if it accurately reflects school conditions.</b>	
<b>Asbestos Management Plan</b>	HSC § 25915; 40 CFR § 763.93	Verify the Asbestos Management Plan is kept up-to-date with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities.  <b>Review Asbestos Management Plan to ensure it is up-to-date. See Asbestos Management Guidance to evaluate plan contents.</b>	
<b>Exposure Control Program</b>	8 CCR § 5193	If the school employees have occupational exposure to bloodborne pathogens such as conducting first aid or cleaning up bodily fluids, verify the facility has implemented, and maintains, an Exposure Control Plan designed to minimize or eliminate employee exposure.  <b>Interview school nurse and plant manager and review Exposure Control Plan to ensure it is up-to-date.</b>	
<b>Hazard Communication Program</b>	8 CCR § 5194	Verify the facility has an up-to-date written Hazard Communication Program.  <b>Review written Hazard Communication Program to ensure it is up-to-date.</b>	
<b>Chemical Hygiene &amp; Safety Plan Laboratories</b>	8 CCR § 5191 Chemical Hygiene & Safety Plan Bulletin	If the school uses hazardous chemicals in a laboratory setting, verify the school has prepared a Chemical Hygiene & Safety Plan.  <b>Review Chemical Hygiene Plan to ensure it meets requirements and is up-to-date.</b>	

## GENERAL PROVISIONS

Program Area	Reference	Corrective Action	Comments
<b>Crisis Intervention Documentation</b>	Bulletin No. N-58 (Rev.)	<p>Verify that the school maintains a copy of the Crisis Intervention Handbook (as a reference), an intervention notebook (which documents the specifics of each critical incident and the team response), and an updated community and District resource list.</p> <p><b>Review Crisis Intervention Handbook, notebook, and resource lists to ensure they are updated.</b></p>	
<b>Multicultural and Human Relations Education Plan</b>	Bulletin No. DP-3	<p>Verify that the school has developed and implemented a Multicultural and Human Relations Education Plan (MHREP).</p> <p><b>Determine whether a MHREP is in place. Interview staff member responsible for managing the plan to determine whether the plan is properly implemented.</b></p>	
<b>Hearing Conservation Program</b>	8 CCR §§ 5097 and 5098	<p>If personnel are exposed to noise levels greater than 85 dba verify a written hearing conservation program has been developed and is up-to-date.</p> <p><b>Review hearing conservation program. Specifics of the program can be found in the Personal Protective Equipment Guidance.</b></p>	
<b>Respiratory Protection Program</b>	8 CCR § 5144	<p>If personnel are provided respiratory protection verify a written respiratory protection program is developed and up-to-date.</p> <p><b>Review respiratory protection program. Specifics of the program can be found in the Personal Protective Equipment Guidance.</b></p>	
<b>Emergency Procedures</b>		<p>Verify that school has prepared and periodically updates emergency procedures.</p>	

## GENERAL PROVISIONS

Program Area	Reference	Corrective Action	Comments
<b>Posting</b>	Bulletin 21 Bulletin J-3 Bulletin P-11 Memorandum L-2 California State Constitution, Article I, Section 28	Verify signs regarding the following topics are posted on site. <ol style="list-style-type: none"> <li>1. Nondiscrimination and sexual harassment policies</li> <li>2. Drug, tobacco, weapon, and violence free policies</li> <li>3. Visitors policy</li> <li>4. Injury Illness Prevention Program Summary</li> <li>5. OSHA Poster</li> <li>6. Access to medical and exposure records</li> </ol> <p><b>Note location of the above postings.</b></p>	
<b>Safety Suggestion</b>	California Department of Education "Safe Schools a Planning Guide for Action"	Verify a Safety Suggestion Box or other mechanism is available to the school offices for students and parents to report safety concerns and recommendations. <p><b>Identify mechanism for students and parents to report safety concerns and recommendations.</b></p>	



## ACCIDENT PREVENTION

Type	Subtype	Corrective Action	Reference
<b>Injury and Illness Prevention Program</b>	<b>IIPP Plan and Annual Review</b>	Develop an Injury and Illness Prevention Program (IIPP) plan and review at least annually.  <i>Review IIPP to determine if it accurately reflects school conditions.</i>	8 CCR § 3203
	<b>IIPP Training</b>	Ensure all employees are trained and made aware of IIPP.	8 CCR § 3203
	<b>Responsibilities</b>	Assign persons with authority and responsibility to implement the IIPP.  <i>Interview persons responsible to determine if they understand their roles.</i>	8 CCR § 3203
		Provide copy of IIPP certification statement with signature of site administrator to OEHS and maintain original on site.	8CCR 3203
	<b>Records-IIPP</b>	Maintain inspection records for three years as required under the IIPP.  <i>Review inspection records and verify recommended corrective actions have been complied with.</i>	8 CCR § 3203
	<b>School Safety Committee</b>	Ensure school has a School Safety Committee to address injury and illness prevention issues in a timely manner pursuant to Bulletin N-53.	Bulletin N-53
	<b>Site Inspection</b>	Conduct a site walk-through at least semi-annually to ascertain if unsafe conditions to student or employee physical or mental well being exist.  <i>Review reports generated during the walkthrough, minutes from the School Safety Committee Meeting and timeline for completion of corrective actions.</i>	8 CCR § 3203
		Ensure the School Safety Committee reviews the walk-through results within a month of the inspection, and the timeline for completion of identified correction actions at least quarterly.	8 CCR § 3203
	<b>Accident Investigation/Report</b>	Ensure an investigation is conducted and a report is prepared for each accident.	Reference Guide 12

## ACCIDENT PREVENTION

Type	Subtype	Corrective Action	Reference
<b>OSHA</b>	<b>OSHA Log 300</b>	Maintain OSHA Log 300 as required by Cal/OSHA. Contact OEHS at (213) 743-5086.  <i>Review OSHA Log 300 to ensure it is properly maintained.</i>	8 CCR § 14305
	<b>OSHA Annual Summary</b>	Post previous calendar year's OSHA 300 summary from February 1 through March 1 in a location frequented by employees.  <i>Determine if appropriately posted.</i>	8 CCR § 14305 29 CFR § 1904
	<b>Death/Serious Injury Report</b>	Notify Cal/OSHA within 8 hours if any employee is seriously injured on the job or in connection with the job.  <i>Interview staff to determine if they understand procedures for reporting a serious injury.</i>	8 CCR § 342; 29 CFR § 1904.8
	<b>OSHA Poster</b>	Post Cal/OSHA Safety & Health Protection Job poster in a conspicuous location.	8CCR 340
<b>Medication Storage</b>	<b>Security</b>	Ensure medication cabinet (s) is secured at all times.	

## ACOUSTICAL QUALITY

Type	Subtype	Corrective Action	Reference
<b>Classroom Noise</b>	<b>HVAC Source</b>	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of HVAC noise source.</p> <p><i>Determine if HVAC system, while in operation, emits noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
	<b>Outdoor Source</b>	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of outdoor noise sources.</p> <p><i>Determine if outdoor noise sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
<b>Outdoor Noise</b>	<b>Transportation Source</b>	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of transportation noise sources.</p> <p><i>Determine if transportation noise sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
	<b>Industrial Source</b>	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of industrial noise sources.</p> <p><i>Determine if industrial sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	
	<b>Construction Source</b>	<p>Contact OEHS Industrial Hygiene Section at (213) 743-5086 to arrange follow-up evaluation of construction noise sources.</p> <p><i>Determine if construction sources emit noise potentially above noise level guidelines. Make referral to OEHS/IH section for follow-up noise evaluation, as appropriate.</i></p>	

## AIR QUALITY

Type	Subtype	Corrective Action	Reference
Indoor Air Quality	Chemical	Ensure that rooms are properly maintained to minimize chemical smells and objectionable odors. <i>Interview staff and inspect school facilities.</i>	
		Ensure vehicles are not idling in the vicinity of classrooms. <i>Interview staff and inspect school facilities.</i>	
	Mold/Fungi	Mitigate mold and mildew infestation. <i>Interview staff and inspect school facilities.</i>	
		Correct all unresolved water damage. <i>Interview staff and inspect school facilities.</i>	
	General-IAQ	Remove all items blocking air vents to ensure adequate HVAC system ventilation. <i>Interview staff and inspect school facilities.</i>	
		Perform periodic preventative maintenance on HVAC systems. <i>Interview staff and inspect school facilities.</i>	
		Ensure adequate exhaust ventilation for all activities emitting air contaminants. <i>Interview staff and inspect school facilities.</i>	

## AIR QUALITY

Type	Subtype	Corrective Action	Reference
		Maintain log (date, description and agency contacted) of all nuisance odors or other emissions from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	<b>Complaints-IAQ</b>	Develop complaint procedures and inform staff of procedures to be followed.  <i>Review complaint log and interview school staff.</i>	
<b>Air Quality Permits</b>	<b>Equipment Permits</b>	Ensure all equipment subject to South Coast Air Quality Management District (SCAQMD) permit is lawfully permitted.	(SCAQMD) Rules and Regulations
	<b>Expired Permits</b>	Ensure all South Coast Air Quality Management District (SCAQMD) equipment permits are current.	(SCAQMD) Rules and Regulations
<b>Outdoor Air Quality</b>	<b>Industrial</b>	Maintain log (date, description and agency contacted) of all industrial odor events from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	<b>Transportation</b>	Maintain log (date, description and agency contacted) of all transportation odor events from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	<b>Construction</b>	Maintain log (date, description and agency contacted) of all construction odor events from off-site sources. Report all events to OEHS at (213) 743-5086 and South Coast Air Quality Management District (SCAQMD) at (800) 288-7664.	
	<b>Air Pollution Episodes</b>	Develop procedures to notify staff and students in the event of a "Smog Alert" pursuant to Bulletin C-6.  <i>Review school procedure for Air Pollution Episodes.</i>	SCAQMD Rule VII

## ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action	Reference
<b>Asbestos Planning</b>	<b>Asbestos Management Plan</b>	Ensure that an Asbestos Management Plan is available pursuant to 40 CFR, and that the plan is kept up-to-date.	HSC § 25915; 40 CFR § 763.93
		Ensure that all ACM locations are listed in the Asbestos Management Plan. <i>Review Asbestos Management Plan.</i>	HSC § 25915; 40 CFR § 763.93
		List the potential health risks or impacts that may result from exposure to ACM in the Asbestos Management Plan.	HSC § 25915; 40 CFR § 763.93
		Prohibit non-qualified personnel from handling ACM.	HSC § 25915; 40 CFR § 763.93
	<b>Training-ACM</b>	Provide custodial and maintenance staff who work in buildings known to contain ACM with a 2-hour awareness training within 60 days of commencement of employment. <i>Review training records in Asbestos Management Plan.</i>	8 CCR § 5208; 40 CFR § 763.92
<b>Inspections</b>	<b>Periodic Surveillance-ACM</b>	Contact ATU (213) 763-1450 to conduct 3 year survey of potential asbestos containing materials. <i>Review updated survey in Asbestos Management Plan.</i>	HSC § 25915; 40 CFR § 763.85
		Contact ATU (213) 763-1450 to conduct 6 month visual surveillance of each building known or suspected to contain ACM.	HSC § 25915; 40 CFR § 763.85
	<b>Records</b>	Following any asbestos survey, record the surveillance date, the inspector's name, and any changes in materials in the Asbestos Management Plan. <i>Review surveillance records in Asbestos Management Plan.</i>	HSC § 25915; 40 CFR § 763.85

## ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action	Reference
<b>Operations</b>	<b>Care and Maintenance</b>	Maintain all floors and other surfaces constructed of ACM in good condition to prevent deterioration.  <i>Inspect at least five areas with suspected ACM for dust and note areas inspected. Visually observe condition of floors and interview custodial staff to determine frequency of floor polishing.</i>	8 CCR § 5208
		Do not sand floors or other surfaces known to contain asbestos. Remove the finish only using a wet method and low-abrasion pads at speeds lower than 300 rpm.	8 CCR § 5208
	Burnish or dry buff only on floors with sufficient finish to ensure the pad does not contact the asbestos containing material.	8 CCR § 5208	
	<b>Restricted Access</b>	Restrict access to students and staff to areas identified with friable ACM until ACM is removed.  <i>Interview plant manager and custodial staff to determine if areas of friable ACM exist. Visually observe activities in the areas.</i>	8 CCR § 5208
		Secure the areas where ACM is being removed to prevent access to individuals except those conducting abatement activities.  <i>Visually observe areas undergoing abatement activities to determine if they secured.</i>	8 CCR § 5208

## ASBESTOS MANAGEMENT

Type	Subtype	Corrective Action	Reference
	<p><b>ACM Warning Signs</b></p>	<p>Attach warning labels adjacent to any friable and nonfriable known or suspected ACM located in routine maintenance areas (such as boiler room). The warning labels must be clear conspicuous and state:</p> <p>"CAUTION: ASBESTOS. Cancer and lung disease hazard. Do not disturb without proper training and equipment."</p> <p><i>Inspect routine maintenance areas suspected of containing ACM.</i></p>	<p>CHSC § 25915; 40 CFR § 763.95</p>



## CAMPUS SECURITY AND CRIME PREVENTION

Type	Subtype	Corrective Action	Reference
<b>Policies/Plans</b>	<b>Visitation Policy</b>	Ensure school visitation policy is posted and distributed annually to parents and staff.  <i>Note where visitation policy is posted.</i>	Bulletin N-2
		Ensure visitors entering school grounds sign-in and receive a visitor's pass.  <i>Review visitor sign in sheets.</i>	Bulletin N-2  California State Constitution, Article I, Section 28
	<b>Locked Campus</b>	Lock all fences and gates at the beginning of classes each morning and keep them locked until the end of the school day, pursuant to Bulletin 33.	Bulletin 33
	<b>Discipline Code</b>	Ensure the school has established a discipline code and distributed it to all students, parents and employees.  <i>Review discipline code and interview administration staff to determine how it is distributed.</i>	Collective Bargaining Agreement, UTLA & LAUSD, Articles XXIV and XXVIII
	<b>Attendance Plan</b>	Ensure the school has developed a school attendance plan. The plan should include the attendance policies and procedures.  <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54
		Ensure the school has developed a school attendance plan. The plan should include the use of Student IDs.  <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54
		Ensure the school has developed a school attendance plan. The plan should include truancy ordinances.  <i>Review school attendance plan.</i>	Bulletin 13 Bulletin Z-54

## CAMPUS SECURITY AND CRIME PREVENTION

Type	Subtype	Corrective Action	Reference
		<p>Ensure the school has developed a school attendance plan. The plan should include the safety issues related to tardiness and leaving campus prior to the end of the day.</p> <p><i>Review school attendance plan.</i></p>	<p>Bulletin 13 Bulletin Z-54</p>
		<p>Ensure the school has developed a school attendance plan. The plan should state that students caught off campus without proper permission will be issued a citation.</p> <p><i>Review school attendance plan.</i></p>	<p>Bulletin 13 Bulletin Z-54</p>
		<p>Ensure the Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student possessed or sold narcotics or a controlled substance.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	<p>Bulletin 38</p>
		<p>Ensure Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student possessed a firearm at school.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	<p>Bulletin 38</p>
		<p>Ensure the Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student has possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2.5 inches, folding knife with a blade that locks into place, razor with unguarded blade, taser or stun gun, BB or pellet or other type of air gun or spot maker.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	<p>Bulletin 38</p>
		<p>Ensure the Principal or designee notifies school police immediately prior to a suspension or expulsion recommendation provided the student has threatened or assaulted school employees.</p> <p><i>Interview Principal to determine knowledge of policy.</i></p>	<p>Bulletin 38</p>

## CAMPUS SECURITY AND CRIME PREVENTION

Type	Subtype	Corrective Action	Reference
	<b>Violence Reports</b>	<p>Ensure the Principal or designee reports incidents of violence emergencies, and other safety related matters to school police, and administrators supervising operations, personnel at other school sites and traveling students who may be affected.</p> <p><i>Interview Principal to determine how incidents of violence are reported.</i></p>	
	<b>Random Metal Detection</b>	<p>Ensure random metal detection searches are conducted and documented at secondary schools.</p> <p><i>Review documentation of random metal detection searches.</i></p>	
	<b>Random Metal Detection</b>	<p>Ensure posting of signs advising persons at the school that they are subject to search for weapons by a metal detector.</p> <p><i>Note locations of signs.</i></p>	
	<b>Traffic Assistance</b>	<p>Ensure the school obtains local or school police assistance for traffic enforcement as necessary during school drop-off and pickup times to ensure student safety.</p> <p><i>Interview school administrator to evaluate the use of police assistance during drop-off and pickup times.</i></p>	
<b>Smoking</b>	<b>Smoking Prohibition</b>	Prohibit smoking on school premises pursuant to Bulletin 66.	Bulletin 66
<b>Security</b>	<b>Parking</b>	<p>Ensure parking permits are issued by site administrator for non-District vehicles parked on playgrounds and restricted areas.</p> <p>Do not double park or block other cars.</p>	
<b>Student Safety</b>	<b>Student Notification</b>	<p>Ensure school personnel discuss how to report incidents of drug or weapon possession, child abuse, suicidal behavior, hate motivated incidents or hate crimes, dissemination, harassment, threats, intimidation or sexual harassment with students within four weeks of the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	

## CAMPUS SECURITY AND CRIME PREVENTION

Type	Subtype	Corrective Action	Reference
		<p>Ensure school personnel discuss standards relating to zero-tolerance policies regarding sexual assault, sexual harassment, drugs, weapons and alcohol on campus, including prevention and intervention programs with students within four weeks of the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	
		<p>Ensure school personnel discuss conflict resolution with students within four weeks of the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Bulletin N-24
		<p>Ensure school personnel discuss procedures for administering medication at school with students within four weeks of the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Bulletin N-17 Inter-Office Correspondence, Superintendent, "Implementation of Board Policy Regarding Students Leaving Classrooms," 2-15- 95 amended 12-16-96
		<p>Ensure school personnel discuss use and possession of electronic signaling devices, e.g. pagers, cellular phones with students within four weeks of the beginning of school.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Bulletin N-17
		<p>Ensure school personnel discusses AAA traffic safety and pedestrian brochures, bicycle safety, bus safety and rider rules, pedestrian routes to and from school, driving drop off, pickup and parking procedures, car safety, and seat belt use with students and written materials are distributed or posted as needed or available.</p> <p><i>Interview school administrator to determine how students are provided the above information.</i></p>	Memorandum CT-1

## CAMPUS SECURITY AND CRIME PREVENTION

Type	Subtype	Corrective Action	Reference
	<b>Safety Supervision</b>	<p>Ensure the school has a campus supervision plan clearly delineating the times and areas of the campus that require specific supervision such as during scheduled activities and bus loading areas. The plan must be on display.</p> <p><i>Review campus supervision plan to determine if it is up-to-date and interview administrators to determine knowledge of plan.</i></p>	<p>Bulletin Z-10, Bulletin Z-36, Bulletin DP-1, Bulletin L-4, Bulletin L-5, Bulletin 61, Bulletin Z-19, Memorandum L-2, Memorandum Z-6</p>

## CHEMICAL SAFETY

Type	Subtype	Corrective Action	Reference
<b>Hazard Communication Program</b>	<b>Hazard Communication Plan</b>	<p>Ensure that Hazard Communication Program is developed and maintained current.</p> <p><i>Review written Hazard Communication Program to ensure it is up-to-date.</i></p>	8 CCR § 5194; 29 CFR § 1910.1200
	<b>Warnings-HazCom</b>	<p>Label each hazardous substance container with the identity of the hazardous substance(s) contained and appropriate hazard warnings.</p> <p><i>Review a random number of chemicals to determine if they are labeled properly.</i></p>	8 CCR § 5194; 29 CFR § 1910.1200
	<b>Material Safety Data Sheets</b>	<p>Maintain current Material Safety Data Sheets (MSDSs) for each hazardous substance used on site.</p> <p><i>Compare the MSDSs maintained to a random number of chemicals on-site.</i></p>	8 CCR § 5194; 29 CFR § 1910.1200
<b>Chemical Handling</b>	<b>Use of Prohibited Chemicals</b>	<p>Do not use chemicals that have not been approved by OEHS.</p> <p><i>Compare chemical products used to the list of approved and disapproved chemicals developed by LAUSD Office of Environmental Health and Safety.</i></p>	8 CCR § 5194; 8 CCR § 5228; 29 CFR 1910.1450;
	<b>Spill Management</b>	<p>Ensure that all chemical storage areas are provided with a spill kit containing absorbent, neutralizing chemicals and other spill-control materials.</p> <p><i>Inspect spill kits.</i></p>	8 CCR § 5191
	<b>Flammable Material Dispensing</b>	<p>Ensure that all containers dispensing flammable materials are bonded and grounded.</p> <p><i>Inspect flammable dispensing containers for grounds.</i></p>	LA Fire Code § 57.30.64; 29 CFR § 1910.106

## CHEMICAL SAFETY

Type	Subtype	Corrective Action	Reference
	<b>Chemical Inventory</b>	Maintain written inventory of chemicals on site.	8CCR 5191
<b>Chemical Storage</b>	<b>Chemical Material Storage</b>	Store flammables and combustible liquids in approved cabinets with self-closing doors.  <i>Inspect flammable storage cabinets.</i>	8 CCR § 5417 and 19 CCR § 3.15; 29 CFR § 1910.106(d)(3)(I); Chemical Hygiene & Safety Plan Bulletin
		Ensure no more than 60 gallons of Class I or Class II and, 120 gallons of Class III liquids are stored in approved cabinets. <i>Inspect flammable storage cabinets.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Label all cabinets storing flammable or combustible materials with "FLAMMABLE--KEEP FIRE AWAY."  <i>Inspect flammable storage cabinets.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Ensure exhaust ventilator systems in all flammable material storage rooms provide 6 air exchanges per hour, and that the control switch is located outside the room.  <i>Inspect flammable storage rooms.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Ensure aisles are at least 3 feet apart in flammable storage rooms to provide for emergency egress.  <i>Inspect flammable storage rooms.</i>	8 CCR § 5533; 29 CFR § 1910.106
		Ensure flammable material storage rooms are not located in buildings occupied by students.  <i>Inspect flammable storage rooms</i>	8 CCR § 5533; 29 CFR § 1910.106
			<b>Food Storage</b>
	<b>Incompatible Storage</b>	Store chemical materials by compatibility type as described in Material Safety Data Sheets (MSDSs).	8 CCR § 5533 and 19 CCR § 3.15; 29 CFR § 1910.106

## CHEMICAL SAFETY

Type	Subtype	Corrective Action	Reference
	<b>Gas Cylinder Storage</b>	Provide current certification for all compressed gas cylinders. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR § 1910.101
		Ensure compressed gas cylinders are free of corrosion, dents, cuts, gouges, bulges and leaks. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR § 1910.101
		Ensure compressed gas cylinders are stored upright, by hazard class, secured, capped and kept at least 20 feet from flammable liquids, oxidizers, and other sources of ignition. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
		Post "NO SMOKING" sign, identify hazard classes, and list all gases stored in the compressed gas storage areas. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR §§ 1910.101, 1910.102, 1910.103, 1910.104
		Store oxygen cylinders in a well ventilated area away from other flammables. <i>Inspect compressed gas storage area.</i>	8 CCR § 4649; 29 CFR § 1910.104
		Separate compressed flammable gases and oxidizing gases by either a 1-hour fire wall or distance of 25 feet. <i>Inspect compressed gas storage area.</i>	8 CCR § 5533; 29 CFR § 1910.106
<b>Lab Safety</b>	<b>Chemical Hygiene Plan</b>	Develop a written Chemical Hygiene & Safety Plan and ensure it is readily available to all employees. The plan should identify a "coordinator" and be revised at least annually.  <i>Review Chemical Hygiene Plan</i>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan Bulletin



## CHEMICAL SAFETY

Type	Subtype	Corrective Action	Reference
		Post floor plan drawings of science laboratories in a conspicuous area.  <i>Review posting and compare to laboratory operations.</i>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan Bulletin
		Post locations of waste disposal containers and safety equipment in a conspicuous area.	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan Bulletin
	<b>Lab Chemical Inventory</b>	Maintain written inventory of all chemicals used in laboratories and do not use chemicals defined by Chemical Hygiene Plan as prohibited.	8CCR 5191
	<b>Training-CHP</b>	Ensure training of all employees on hazardous chemicals used in their respective work areas.  <b>Review training records and interview staff.</b>	8 CCR § 5194; 29 CFR § 1910.1200
		Ensure all employees working in laboratory areas participate in a chemical hygiene and safety training program.  <i>Review training records and interview laboratory instructor and Chemical Safety Officer to determine their knowledge of the Plan.</i>	8 CCR § 5191; 29 CFR 1910.1450; Chemical Hygiene & Safety Plan Bulletin
	<b>Lab Waste</b>	Contact OEHS (213) 743-5086 to arrange for proper disposal of outdated, retrograde, or otherwise expired lab chemicals.  <i>Interview Chemical Hygiene Officer.</i>	22 CCR § 66262.11; 40 CFR 262.11
	<b>Lab Incompatible Storage</b>	Store laboratory chemicals by compatibility type as described in Appendix D (Tables 1 and 2) of the Chemical Hygiene & Safety Plan.	Chemical Hygiene & Safety Plan Bulletin
	<b>Lab Chemical Storage</b>	Store all volatile laboratory chemicals in an explosion-proof cabinet.	Chemical Hygiene & Safety Plan Bulletin
		Label all laboratory cabinets and storage areas to identify contents.	Chemical Hygiene & Safety Plan Bulletin

## CHEMICAL SAFETY

Type	Subtype	Corrective Action	Reference
		Lock all laboratory chemical storage cabinets when not in use.	Chemical Hygiene & Safety Plan Bulletin
		Keep all laboratory chemical storage areas cool (between 55 and 80 degrees F) and dry (relative humidity between 30 and 60 percent).	Chemical Hygiene & Safety Plan Bulletin
	<b>Lab Safety Equipment</b>	Install permanent, hands free eyewash stations in all laboratories using chemicals.  <i>Inspect laboratories for eyewash stations.</i>	Chemical Hygiene & Safety Plan Bulletin

## ELECTRICAL SAFETY

Type	Subtype	Corrective Action	Reference
<b>Appliances</b>	<b>Non-approved Items</b>	Remove unauthorized electrical appliances pursuant to Bulletin C-26.	Bulletin C-26
<b>Electrical Practices</b>	<b>Equipment Clearance</b>	Maintain at least 3 ft clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers).  <i>Inspect electrical equipment such as switchboxes, transformers etc.</i>	8 CCR § 2340; 29 CFR § 1910.303
	<b>Unlabeled Electrical Panels</b>	Ensure all electrical panels are labeled indicating the associated use.  <i>Inspect electrical panels.</i>	29 CFR § 1910.303
	<b>Guarding-Electrical Equipment</b>	Provide enclosed guard for live electrical components operating at 50 volts or above. Alternatively, all such components may be located minimum 8 ft above floor or working surface or confined to rooms only accessible to qualified persons.  <i>Check electrical equipment.</i>	8 CCR § 2340; 29 CFR § 1910.303
<b>Electrical Equipment</b>	<b>Connections</b>	Provide approved covers for all pull boxes, electrical equipment junction boxes and fittings.  <i>Inspect equipment for covers.</i>	8 CCR § 2340; 29 CFR § 1910.305
	<b>Flexible Cords</b>	Ensure that extension cords and cables are UL approved and suitable for the conditions of use.  <i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i>	8 CCR § 2300; 29 CFR § 1910.305
		Ensure that flexible cords and cables are not used for permanent wiring.  <i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i>	8 CCR § 2300; 29 CFR § 1910.305
		Ensure that multiple electrical extension cords are not used in series.  <i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i>	8 CCR § 2300; 29 CFR § 1910.305

## ELECTRICAL SAFETY

Type	Subtype	Corrective Action	Reference
		<p>Ensure that flexible cords and cables are not run through holes in walls, ceilings, or floors, through doorways, windows or similar openings.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	<p>8 CCR § 2300 29 CFR § 1910.305</p>
		<p>Ensure that flexible cords and cables do not hang on metal hangers or supports.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	<p>8 CCR § 2300; 29 CFR § 1910.305</p>
		<p>Destroy electrical cords that are frayed, spliced, taped, or otherwise deteriorated.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	<p>8 CCR § 2300; 29 CFR § 1910.305</p>
		<p>Ensure that flexible cords and cables are not used near sources of water i.e., sinks or pools.</p> <p><i>Inspect areas throughout schools (classrooms, offices, storage areas) to evaluate use of flexible cords.</i></p>	<p>8 CCR § 2300; 29 CFR § 1910.305</p>
	<b>Exterior Wiring</b>	<p>Use only circuits protected by a ground fault interrupter (GFI) when operating power tools/equipment.</p> <p><i>Inspect areas where power tools are used.</i></p>	<p>29 CFR § 1910.304</p>

## EMERGENCY PREPAREDNESS

Type	Subtype	Corrective Action	Reference
<b>Planning</b>	<b>Emergency Procedures</b>	Prepare and maintain emergency procedures.  <i>Review emergency procedures.</i>	CEC § 35294; Bulletin Q-48 Bulletin Q-50
	<b>Training-Emergency</b>	Ensure all employees are trained within the first three months of the school year on the subject of emergency preparedness.  <i>Review training program and training records.</i>	CEC § 35294 Bulletin Q-48 Bulletin Q-50 Collective Bargaining Agreement UTLA & LAUSD Articles XXIV and XXVIII
		Provide emergency preparedness training documentation that includes date of training, agenda, training materials and sign-in sheet.	CEC § 35294
		Obtain signed acknowledgement from individuals who missed training noting they have reviewed training materials.  <i>Review training program and training records.</i>	CEC § 35294
<b>Earthquake</b>	<b>Supplies-Earthquake</b>	Provide dedicated emergency supply storage containers.  <i>Inspect dedicated storage container for earthquake supplies.</i>	Bulletin Q-48 Bulletin Q-50 BMP
		Ensure emergency supplies include flashlights, batteries, battery powered radio(s), first aid bin for every 400 persons, drinking water ratio 1.5 gallons per person, wrenches, pumps, pitchers, cups, bleach, search and rescue kit for every 500 persons, canned foods and personal hygiene products.	Bulletin Q-48 Bulletin Q-50 BMP
		Ensure emergency supplies are inspected and/or refreshed on a regular basis. Label water drums with expiration date. Change out untreated tap water every 6 months and disinfected water every 3 years.	Bulletin Q-48 Bulletin Q-50 BMP

## EMERGENCY PREPAREDNESS

Type	Subtype	Corrective Action	Reference
	<b>Other-Earthquake</b>	<p>Ensure all chemical storage shelves or cabinets are equipped with lips or other devices to prevent stored materials from falling.</p> <p><i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i></p>	8 CCR §§ 3209, 3210, 3211, and 3212
		<p>Provide seismic bracing for furniture and appliances.</p>	Memorandum N8
		<p>Provide seismic bracing for HVAC units and hot water heater tanks.</p> <p><i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i></p>	Bulletin Q-48 Bulletin Q-50 BMP
		<p>Remove all materials and objects stored on the top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling.</p> <p><i>Inspect classrooms, offices, equipment rooms and other storage areas throughout the school.</i></p>	Bulletin Q-48 Bulletin Q-50 BMP

## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
<b>Maintenance</b>	<b>Trouble Calls</b>	<p>Ensure trouble call procedure is in place, and that trouble calls are being made in a timely manner.</p> <p><i>Review trouble call log and interview Plant Manager to determine timeliness of log entries.</i></p>	Annual Campus/ Facilities Inspection Form
	<b>Trouble Call Log</b>	<p>Maintain call log and maintenance and operations (M&amp;O) response requests for minimum period of 2 years.</p> <p><i>Review trouble call log and maintenance records.</i></p>	Annual Campus/ Facilities Inspection Form
	<b>Roof and Gutter</b>	<p>Ensure roofs and gutters are intact and well maintained.</p> <p><i>Visually inspect roofs and gutters note areas inspected. (If a large number of roofs exist randomly inspect at least 5.)</i></p>	Annual Campus/ Facilities Inspection Form
	<b>Lighting</b>	<p>Ensure all areas within the school have adequate lighting. (Areas include classrooms, stairways, hallways, gyms, locker rooms, shops, library, offices, restrooms, and exterior grounds).</p> <p><i>Visually inspect at least 20 rooms to determine if lighting is adequate. Note areas inspected.</i></p>	Annual Campus/ Facilities Inspection Form
	<b>Cleanliness</b>	<p>Ensure all school areas are maintained in a clean manner. (Areas include classrooms (including sinks), lockers, hand rails, auditorium, multipurpose rooms, shops, library, administrative office, and restrooms).</p> <p><i>Visually inspect areas throughout the school to determine if they are clean. Note areas observed which are not clean.</i></p>	Annual Campus/ Facilities Inspection Form

## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
	<b>Condition of Equipment and Facilities</b>	<p>Ensure school grounds and equipment are in good repair. (Areas include lockers, handrails, gyms, locker rooms, and drapes, dimmer boards (in auditoriums and multi-purpose rooms)).</p> <p><i>Visually inspect these areas to determine the condition of these facilities and equipment.</i></p>	Annual Campus/ Facilities Inspection Form
<b>Maintenance</b>	<b>Hot Water Supplies</b>	<p>Ensure hot water is available in gym showers and in shops.</p> <p><i>Visually inspect showers and water faucets in the gym and shop areas to determine the availability of hot water.</i></p>	Annual Campus/Facilities InspectionForm
	<b>Classrooms</b>	<p>Ensure classrooms are free of broken furniture.</p> <p><i>Visually inspect classrooms in accordance with sampling strategy and note areas inspected.</i></p>	Annual Campus/Facilities Inspection Form
	<b>Broken Windows</b>	<p>Ensure broken or cracked windows are reported and that broken windows are repaired within 72 hours.</p> <p><i>Interview Plant Manager to identify the procedure for fixing windows and if they are fixed within 72 hours.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	<b>Blinds</b>	<p>Maintain venetian blinds in good repair.</p> <p><i>Visually inspect venetian blinds in at least 20 rooms to determine their condition. Note rooms that have been inspected and any concerns identified.</i></p>	Annual Campuses/ Facilities Inspection Checklist



## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
	<b>Kitchen Cleanliness</b>	<p>Ensure kitchens are maintained in a clean manner, and are "deep cleaned". (For lunch shelters, Ensure that tables, trash receptacles, and decks are clean. For kitchens and lunch shelters, ensure that drains are clean, if they exist).</p> <p><i>Review records reflecting the kitchen cleaning schedule to determine the most recent deep cleaning date. Visually inspect the tables, trash receptacles, drains, and decks in the lunch shelters for cleanliness.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	<b>Lunch Shelters</b>	<p>Ensure heaters in lunch shelters are functioning.</p> <p><i>Examine heaters to determine if they are functioning properly.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	<b>Gyms and Locker Rooms</b>	<p>Maintain gyms and locker rooms free of odors.</p> <p><i>Visually inspect the gym and locker rooms for odors and cleanliness.</i></p>	Annual Campuses/ Facilities Inspection Checklist
		<p>Ensure that blackboards are properly attached.</p> <p><i>Visually inspect the blackboards in the gym and locker rooms to determine whether they have been properly attached.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	<b>Auditorium and Multi-purpose Rooms</b>	<p>Ensure auditorium and multi-purpose rooms are free of broken and loose seats.</p> <p><i>Visually inspect the condition of the seats in the auditorium and multipurpose rooms to determine if they are broken. Note the rows that were inspected and problems identified.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	<b>Libraries</b>	<p>Ensure library carpeting is in good condition (i.e., there are no stains, broken seams, etc.).</p> <p><i>Visually inspect library carpeting to determine its condition.</i></p>	Annual Campuses/ Facilities Inspection Checklist

## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
	<b>Libraries</b>	Ensure that library shelving is in good repair. <i>Visually inspect library shelving to determine their condition.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Hopper Rooms</b>	Ensure hopper rooms are organized and well stocked. <i>Visually inspect hopper rooms to determine whether they are organized and well stocked.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Parking Lines</b>	Ensure that parking lines and game lines are clear. <i>Visually inspect the parking and game lines.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Perimeter Fencing</b>	Ensure that the perimeter fencing of the school site and the collection bin area are in good repair. <i>Visually inspect the fencing around the school site and collection areas.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Housekeeping</b>	Maintain all areas in a neat and orderly manner, free of fire, health and safety hazards.	Annual Campuses/ Facilities Inspection Checklist
	<b>Housekeeping</b>	Ensure that the site is free of weeds and that litter is removed daily. <i>As you tour the school, visually inspect the grounds for weeds and litter.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Permits</b>	Post valid operating permit near air compressor, air pressure tank, elevator, boiler, or other equipment subject to permitting.	8CCR 461 8CCR 344.2 8CCR 344.1
	<b>Salvage items</b>	Contact District Salvage at (323) 752-6719 to remove waste and other unusable items (e.g., old computers, desks).	8CCR 3221
	<b>Sewer and Storm Drains</b>	Ensure that the sewer and storm drains are clear of debris. <i>Visually inspect the condition of sewer and storm drains.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Fencing and Gates</b>	Ensure that the fences and gates are in good repair (i.e., confirm that they are on track, have locks, and that there are no holes or rust). <i>Visually inspect fences and gates to determine their condition.</i>	Annual Campuses/ Facilities Inspection Checklist

## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
	<b>Asphalt Condition</b>	Ensure that the asphalt is in good condition (i.e., has no significant cracks, holes, standing water, loose gravel or mulch, etc.).  <i>Visually observe asphalt to determine its condition.</i>	Annual Campuses/ Facilities Inspection Checklist
	<b>Machine Guarding General Requirements</b>	Ensure that one or more methods of guarding are provided on all machines that present injury to operators, such as from point of operation, ingoing nip points, rotating parts, flying chips and sparks.  <i>Visually observe equipment to confirm the presence of machine guards. Also, visually inspect mounted cutter heads, and tool collars to confirm that the tool is the correct size and shape for that machine.</i>	29 CFR 1910.212
		Ensure that machine guards, when provided, are securely affixed to the machines.  <i>Visually inspect machine guards to confirm that they are securely affixed to the machinery.</i>	29 CFR 1910.212
	<b>Fan Guards</b>	Ensure that all fans whose blades are less than 7-feet above the floor or working level are equipped with blade guards.  <i>Visually inspect fans less than 7-feet high to ensure that they are equipped with blade guards.</i>	29 CFR 1910.212
	<b>Securing Equipment</b>	Ensure that equipment designed to be located in a fixed position is secured to prevent its "walking" or moving.  <i>Visually inspect stationary equipment to ensure that it is properly secured.</i>	29 CFR 1910.212
	<b>Restricted Access</b>	Prevent access to crawl spaces, roof access, or other passageways not intended for use by students or unauthorized staff.	8CCR 1541
	<b>Restrooms - Adequate Facilities</b>	Ensure male restrooms in elementary schools built prior to 1994 have 1 urinal for every 30 students; 1 toilet for every 100 students; and female restrooms have 1 toilet for every 35 students.	

## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
		Ensure male restrooms in secondary schools built prior to 1994 have 1 urinal for every 30 students; 1 toilet for every 100 students; and female restrooms have 1 toilet for every 35 students.	
		Ensure male restrooms in Kindergarten schools built prior to 1994 have 1 urinal for every 30 students; 1 toilet for every 100 students; and female restrooms have 1 toilet for every 35 students.	
		Ensure male restrooms in secondary schools built after 1994 have 1 urinal for 35 every students; 1 toilet for every 40 students; and female restrooms have 1 toilet for every 30 students.	UBC Appendix C
		Ensure male staff restrooms have 1 urinal for 50 men; 1 toilet: for 15 men; 2 toilets: 35 men; 3 toilets: 55 men; and 1 additional toilet for every 40 men.  <i>Visually inspect restroom facilities to confirm adequate number of facilities.</i>	UBC Appendix C
		Ensure female staff restrooms have 1 toilet for 15 women; 2 toilets: 35 women; 3 toilets: 55 women; and 1 additional toilet for every 40 women.  <i>Visually inspect restroom facilities to confirm adequate number of facilities.</i>	UBC Appendix C
	<b>Restroom Designation</b>	Provide gender-segregated restrooms in all facilities which have more than five employees.	8CCR 3364
	<b>Restrooms - Fixture Operation</b>	Ensure toilets and faucets operate properly.  <i>Flush a representative number of toilets.</i>	
	<b>Restrooms - Supplies</b>	Ensure bathrooms are adequately stocked with supplies.  <i>Check supplies in restrooms.</i>	
	<b>Restroom - Water Leaks</b>	Ensure there are no signs of water leaks or standing water on the floor.  <i>Inspect restroom floors.</i>	
	<b>Restrooms - Ventilation</b>	Ensure vents in restrooms work.  <i>Turn on vents in restroom to determine if they operate.</i>	

## FACILITIES MAINTENANCE

Type	Subtype	Corrective Action	Reference
	<b>Restrooms - Mold</b>	Ensure there no signs of mold in the restrooms. <i>Inspect restrooms.</i>	
	<b>Landscaping</b>	Ensure tree canopies are adequately raised, plants adequately trimmed and landscape is free of obvious hazards. <i>During site tour, observe landscaping and note areas of concern.</i>	Annual Campus/Facilities Inspection Checklist
	<b>Solid Waste Management</b>	Ensure the facility has an ongoing solid waste recycling program for paper, aluminum cans, plastic, cardboard, and/or other recyclable materials. <i>Interview staff to determine solid waste recycling records.</i>	
	<b>Solid Waste Dumpsters</b>	Ensure that dumpsters are closed when not in use. <i>Inspect dumpsters.</i>	
	<b>Trash Cans</b>	Ensure trash cans are not overflowing with waste. <i>Inspect trash cans.</i>	
	<b>Solid Waste Dumpsters Area</b>	Ensure areas surrounding dumpsters and trash cans are clean. <i>Inspect areas around dumpsters.</i>	
<b>Animals</b>	<b>Animal Care</b>	House and care for all caged animals in a humane and safe manner.	Bulletin 83
	<b>Authorization</b>	Obtain authorization from site administrator prior to bringing animals into the classroom.	Bulletin 83

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action	Reference
<b>Access and Egress</b>	<b>Emergency Egress</b>	Provide visible exit signs or directional signs for all exit doors and escape pathways.  <i>During site tour, observe exit path lighting and exit signs in a representative number of buildings. Identify signs that are not operating properly.</i>	8 CCR § 3216 LA Fire Code § 57.33.15 29 CFR § 1910.36
		Place "NO EXIT" signs on non-exit doors or signs that indicate its actual use.  <i>Inspect passageways and identify doors not labeled.</i>	8 CCR § 3216 LA Fire Code § 57.33.15 29 CFR § 1910.36
		Ensure all rooms have at least two exit pathways leading to an outside exit or into hallways leading to an outside exit.  <i>Inspect classrooms and identify rooms that do not have at least two exits.</i>	8 CCR § 3225; LA Fire Code § 57.33.11; Section 305.2.4; 29 CFR § 1910.36
		Ensure the maximum distance from any point in the building to an exterior exit path or an enclosed stairway does not exceed 150 feet without an automatic sprinkler system or 200 feet with an automatic sprinkler system.  <i>Inspect buildings and identify areas where exits are located greater than the above distances.</i>	8 CCR § 3222
		Provide exits that discharge directly to an open space, and are free of obstructions to ensure safe egress.  <i>Inspect exit outlets and identify obstructed exits.</i>	8 CCR § 3227; LA Fire Code § 57.33.11 29 CFR § 1910.37
		Provide at least one security grill with emergency breakaway capacity for classrooms equipped with security grills. Emergency breakaway window must be constructed of glass, located furthest from the exit door, and clearly identified as an emergency exit.	CBC Section 305.2.4, UBC Section 305.2.4, District Policy

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action	Reference
		<p>Clear all objects placed over exit doors that may conceal or obscure exit signs.</p> <p><i>Inspect buildings, rooms and offices and identify obstructed exits.</i></p>	UBC Section 305.2.4
		<p>Ensure all windows are operable, safe, clear and provide light and unobstructed view.</p> <p><i>During the site tour, visually inspect windows to confirm they are operable, safe, and clear.</i></p>	Annual Campuses/ Facilities Inspection Checklist
	<b>Emergency Vehicle Access</b>	<p>Ensure school perimeter has one or more gates with an opening width of 20 ft and fire lane marked 20-ft long.</p> <p>Identify gates and determine if at least one opens a minimum of 20 feet.</p>	LA Fire Code § 57.111.07
	<b>Exit Signs</b>	<p>Post on all main exit doors readily visible signs that indicate "This Door to Remain Unlocked During Business Hours" or equip the door with emergency panic hardware.</p> <p><i>During the tour, inspect a representative number of exits.</i></p>	LA Fire Code § 57.33
		<p>Post approved "In Case of Emergency" instructions adjacent to the elevator call device on each floor.</p> <p><i>Inspect signs next to elevator call device.</i></p>	
	<b>Posted Occupancy Limit</b>	<p>Post maximum occupant load signs and usage signs above all assembly room doors as listed on the Certificate of Occupancy.</p> <p><i>Inspect assembly areas for occupancy load signs.</i></p>	LA Fire Code § 57.33.04

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action	Reference
	<b>Unobstructed Walkways and Aisles</b>	Clear aisles and walkways to provide unobstructed access. <i>During the tour, inspect walkways throughout the facility.</i>	8 CCR § 3215; 29 CFR § 1910.36
		Cover aisles and walkway surfaces prone to moisture with non-slip materials.	8 CCR § 3232; 3272; 29 CFR § 1910.22
	<b>Ground/Floor Surfaces</b>	Repair, cover or provide guardrails to ensure safety for holes in floors, sidewalks, or other walking surfaces.	8 CCR § 3232; 3272; 29 CFR § 1910.22
		Clear all walking surfaces of tripping hazards.	8 CCR § 3232; 3272; 29 CFR § 1910.22
		Cover ramp surfaces with non-slip materials.	8 CCR § 3232; 3272; 29 CFR § 1910.22
	<b>Interior/Exterior Lighting</b>	Ensure all areas within the school have adequate and functioning lighting i.e., classrooms, stairways, hallways, gyms, locker rooms, shops, library, administrative office, restrooms, lunch shelters, and grounds.  <i>Visually inspect at least 20 rooms to determine if lighting is adequate. Note areas inspected.</i>	8 CCR § 3215; 29 CFR § 1910.37; Annual Campus/ Facilities Inspection Form
<b>Elevated Surfaces</b>	<b>Access Lifts</b>	Develop maintenance procedures to check all special access lifts (wheelchair lifts, auditorium stage lifts and swimming pool immersion lifts) at least weekly.  <i>Inspect lifts and review maintenance inspection records</i>	29 CFR § 1910.68
	<b>Portable Ladders</b>	Repair or replace damaged ladders.  <i>Inspect ladders and review results of ladder inspection. If ladders do not meet these requirements remove from use.</i>	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26



## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action	Reference
		Ensure all portable ladders are routinely inspected for damage.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
		Ensure ladders are equipped with non-slip safety feet.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
		Ensure metal ladders are marked with signs reading "CAUTION: Do Not Use Around Electrical Equipment" or equivalent wording.	8 CCR §§ 3278, 3279 29 CFR §§ 1910.25, 1910.26
	<b>Fall Prevention</b>	Provide standard guard rails for surfaces elevated more than 30 inches above any adjacent floor or ground surface (with the exception of the auditorium side of a stage).  <i>Inspect elevated walkways and floor openings for appropriate guarding.</i>	8 CCR §§ 3209, 3210, 3211, and 3212
		Install standard 4-inch toe boards for elevated surfaces to prevent objects from falling.	8 CCR §§ 3209, 3210, 3211, and 3212
		Provide a permanent means of access and egress to elevated storage and work surfaces.	8 CCR §§ 3209, 3210, 3211, and 3212
	<b>Posted Load Capacity</b>	Post signs indicating load capacity for elevated surfaces.  <i>Inspect elevated surfaces.</i>	8 CCR §§ 3209, 3210, 3211, and 3212
<b>Fire Prevention</b>	<b>Portable Fire Extinguishers</b>	Fully charge and mount portable fire extinguishers and ensure signs are posted for accessibility.  <i>Inspect a random number of fire extinguishers.</i>	8 CCR § 6151; 29 CFR § 1910.157

## FIRE/LIFE SAFETY

Type	Subtype	Corrective Action	Reference
		Conduct and document monthly visual inspections; perform an annual maintenance inspection of the portable fire extinguishers.  <i>Conduct inspections of a random number of fire extinguishers and associated records.</i>	8 CCR § 6151; 29 CFR § 1910.157
		Perform hydrostatic testing at the required interval of 5 or 12 years, depending on the fire extinguishing media.	8 CCR § 6151; 29 CFR § 1910.157
		Ensure all fire extinguishers are provided certification decal.	8 CCR § 6151
		Provide fire extinguisher training to new employees, and at least annually thereafter.	8 CCR § 6151; 29 CFR § 1910.157
	<b>Combustibles</b>	Remove all combustible materials (e.g., paper decorations, hanging mobiles, boxes) from exit doors, electrical panels, light fixtures and fire sprinklers.	LAMC 57.22.01
	<b>Curtains</b>	Remove non-flame retardant curtains or provide certification that curtains are flame-resistant.	LAMC 57.110.12
	<b>Fire Door</b>	Do not impair function of self-closing fire doors.	LAMC57.20.41
	<b>Equipment Clearance</b>	Maintain a minimum 3-foot clearance around heater/furnace.	UFC 1107
		Maintain a minimum 3-foot clearance around fire extinguishers, fire hoses and pull stations.	8CCR 6151 LAMC 57.140.09
	<b>Fire Sprinklers</b>	Maintain a minimum 18-inch clearance between overhead sprinklers and materials below.  <i>Visually inspect a random number of sprinkler heads and note areas inspected.</i>	8 CCR § 6170; Annual Campus/ Facilities Inspection Form
	<b>Flammable Storage</b>	Utilize safety cans, flammable material cabinets or storage bunkers to store flammable materials.  <i>Inspect flammable storage areas.</i>	8 CCR §§ 5531, 5532, 5533, 5534, 5535, 5538, 5541
	<b>Fire Alarm</b>	Develop procedures to ensure all fire alarms are in working order.	LA Fire Code § 57.01.22 ;29 CFR § 1910.165
		Conduct and document weekly inspections of fire alarms to ensure they are in good working order.	8CCR 6184 (Alarms) LAMC 57.138.041 & .09
	<b>Emergency Evacuation Plans</b>	Develop a fire emergency plan to identify the appropriate response to a fire alarm.  <i>Review fire alarm procedures, manual pull box testing records, evacuation plans, and earthquake drill records for each building or facility.</i>	8 CCR § 3215; LA Fire Code § 57.33.19; 29 CFR § 1910.38

## HUMAN AND MULTICULTURAL RELATIONS

Type	Subtype	Corrective Action	Reference
<b>Crisis Management</b>	<b>Crisis Intervention Documentation</b>	<p>Ensure the school administrator has a copy of the most recent Crisis Intervention Handbook (2001).</p> <p><i>Inspect site administrator's most recent crisis intervention notebook.</i></p>	Bulletin No. N-58 (Rev.)
	<b>Crisis Intervention Training</b>	<p>Ensure that school crisis teams meet regularly for training and review of the crisis intervention plan.</p> <p><i>Review training records.</i></p>	Bulletin No. N-58 (Rev.)
		<p>Ensure training documentation is maintained with name of trainer, trainer affiliation, location of training and date of training.</p> <p><i>Review training records.</i></p>	
		<p>Ensure that the site administrator is aware of key terms defined in Bulletin No. Z-29 (Rev.) as follows: "crisis", "organization of crisis intervention teams", "crisis intervention strategies", and "threat assessment procedures."</p> <p><i>Interview site administrator to confirm whether she/he is familiar with the crisis definitions and terminology.</i></p>	Bulletin No. N-58 (Rev.)
	<b>Crisis Intervention Teams</b>	<p>Ensure that the school has established a crisis intervention team and that the site administrator has identified crisis team members.</p> <p><i>Interview site administrator to determine whether team members have been identified.</i></p>	Bulletin No. N-58 (Rev.)
	<b>Agency Interaction</b>	<p>Ensure that the site administrator has initiated at least one visit with the local police agency to prepare in the event of an emergency.</p> <p><i>Interview site administrator and review meeting notes or correspondence if any.</i></p>	Bulletin No. N-58 (Rev.)

## HUMAN AND MULTICULTURAL RELATIONS

Type	Subtype	Corrective Action	Reference
	<b>Human Relations Leadership Team</b>	<p>Ensure that the school has established a Human Relations Leadership Team (HRLT) and assigned a staff member to coordinate its work.</p> <p><i>Interview site administrator to confirm the existence of an HRLT and staff coordinator.</i></p>	Bulletin No. N-58 (Rev.)
		<p>Ensure that the HRLT has developed a calendar to implement strategies and programs to maintain and improve the MHREP.</p> <p><i>Review HRLT calendar for implementation strategies and milestones.</i></p>	Bulletin No. N-58 (Rev.)
	<b>HRLT Annual Assessment</b>	<p>Ensure that the HRLT annually (end of year) submits an assessment and evaluation of the MHREP to the site administrator and school governance council.</p> <p><i>Review annual HRLT submittal.</i></p>	Office of Intergroup Relations, "Educating for Diversity: A Framework for Multicultural and Human Relations Education, School Assessment Checklist," pages 76-79, 4-92.

## INFECTIOUS DISEASE CONTROL

Type	Subtype	Corrective Action	Reference
<b>Bloodborne Pathogen Control</b>	<b>Written Program-BBP</b>	<p>Implement and maintain Bloodborne Pathogen Exposure Control Plan designed to minimize or eliminate employee exposure to bloodborne pathogens pursuant to Title 8 CCR.</p> <p><i>Interview school nurse and plant manager and review Exposure Control Plan to ensure it is up-to-date.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Training-BBP</b>	<p>Provide all employees with annual bloodborne pathogen awareness training.</p> <p><i>Review training records</i></p>	8 CCR § 5193; 29 CFR § 1910.1030
		<p>Ensure employees in the primary exposure category of the BBP Exposure Control Plan are trained on bloodborne pathogens upon initial assignment and annually thereafter.</p> <p><i>Review records.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Record Keeping-BBP</b>	<p>Maintain records of employee BBP training. The records should include name of employee, social security number and a copy of the employee's hepatitis B vaccination status or Declination Form.</p>	8 CCR § 5193; 29 CFR § 1910.1030
		<p>Maintain employee BBP training records including: training date, outline of presented material, name and title of person conducting training, and a list of employees attending training including job titles and ID numbers.</p>	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Equipment-BBP</b>	<p>Provide personal protective equipment to employees at risk of exposure to bloodborne pathogens.</p> <p><i>Interview nurse or members who provide first aid and identify if personal protective equipment is provided.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Communication of Hazards to Employees</b>	<p>Affix warning labels to all containers used to store, transport, or ship potential BBP materials. Ensure biological waste is placed in red biohazard bags.</p> <p><i>Review warning labels.</i></p>	8 CCR § 5193; 29 CFR § 1910.1030

## INFECTIOUS DISEASE CONTROL

Type	Subtype	Corrective Action	Reference
	<b>Sharps use</b>	Ensure sharps are only used by trained personnel. <i>Interview school nurse or medial contact and determine policy for using sharps.</i>	8 CCR § 5193; 29 CFR § 1910.1030
	<b>Sharps disposal</b>	Ensure that contaminated sharps are disposed in approved containers. <i>Check for sharps container.</i>	8 CCR § 5193;29 CFR § 1910.1030
	<b>Contamination</b>	Ensure a post-exposure evaluation is conducted following all potential employee exposures to bloodborne pathogens. <i>Interview nurse and review post-exposure evaluation procedure.</i>	8 CCR § 5193; 29 CFR § 1910.1030
		Provide bloodborne pathogen cleanup kits for the disposal of body fluids and medical waste. Kits will include, at minimum, personal protective equipment (gloves, goggles, clothing protection) and biohazard bags. <i>Inspect cleanup kits.</i>	8 CCR § 5193; 29 CFR § 1910.1030
		Clean and sanitize areas that may have been exposed to bloodborne pathogens. <i>Interview nurse or other first aid personnel to determine cleaning procedures.</i>	8 CCR § 5193 29 CFR § 1910.1030

## LEAD MANAGEMENT

Type	Subtype	Corrective Action	Reference
<b>Procedures</b>	<b>Paint</b>	Identify all locations of peeling paint or otherwise deteriorated paint surfaces, and ensure appropriate repairs.  <i>Inspect school and note building and classroom number(s) where peeling paint is observed.</i>	
	<b>Drinking Water</b>	Ensure staff flushes drinking fountains each morning pursuant to Bulletin 55.	Bulletin 55
	<b>Exposure-Lead</b>	Develop and maintain complaint procedure for potential lead exposure.  <i>Review complaint logs. Identify corrective action taken.</i>	8 CCR § 5198
<b>Restrictions</b>	<b>Occupancy Removal</b>	Prohibit occupancy by kindergarten through third grade students of rooms with severe peeling paint.	

## MOBILE SAFETY EQUIPMENT

Type	Subtype	Corrective Action	Reference
<b>Carts</b>	<b>Wheel Chocks</b>	<p>Ensure that wheel chocks are placed in front and behind one wheel of motorized carts when stationary. Chocks must be attached to the cart with an aircraft cable.</p> <p><i>Review inspection records and inspect carts to ensure they are properly equipped and operating.</i></p>	
	<b>Keyed Access</b>	<p>Ensure hand-held brake is capable of holding parked motorized cart in place.</p> <p><i>Review inspection records and inspect carts to ensure they are properly equipped and operating.</i></p>	
		<p>Ensure motorized carts are disabled when ignition key is removed.</p> <p><i>Review inspection records and inspect carts to ensure they are properly equipped and operating.</i></p>	
<b>Landscape Equipment</b>	<b>Storage of Landscape Equipment</b>	<p>Ensure landscape equipment is in locked area.</p> <p><i>Inspect lawn equipment storage area.</i></p>	
<b>Cleaning Equipment</b>	<b>Use of Cleaning Equipment</b>	<p>Ensure personal protective equipment is utilized when motorized cleaning equipment is used.</p> <p><i>Interview staff who conducts landscaping activities.</i></p>	
		<p>Train operators in the proper use of steam cleaners, pressure washers, wet abrasive washers and other cleaning equipment.</p>	
		<p>Ensure that only OEHS approved solvents and detergents are used with steam cleaners, pressure washers, wet abrasive washers, and other motorized equipment.</p>	



## MOBILE SAFETY EQUIPMENT

Type	Subtype	Corrective Action	Reference
		Ensure that gasoline powered equipment is only operated in areas where exhaust gases do not accumulate.	
		Develop and implement procedures to inspect equipment for frayed electrical cords, leaking fittings, damaged hoses, and safety devices.  <i>Interview personnel, who use equipment, inspect personal protective equipment and review inspection records.</i>	
		Place guards on all fan blades that are less than 7-feet above the working level.  <i>Visually inspect fans less than 7-feet high to ensure that they are equipped with blade guards.</i>	29 CFR § 1910.212
	<b>Storage-Cleaners</b>	Secure equipment designed to be located in a fixed position.  <i>Visually inspect stationary equipment to ensure that it is properly secured.</i>	8 CCR § 4184; 29 CFR § 1910.212

## PERSONAL PROTECTION

Type	Subtype	Corrective Action	Reference
<b>Hearing Conservation</b>	<b>Program-Hearing Conservation</b>	<p>Ensure all personnel exposed to noise levels greater than 85 dba are informed of the Hearing Conservation Program.</p> <p><i>Review Hearing Conservation Program. Interview staff to identify complaints and determine actions taken to address noise issues.</i></p>	8 CCR §§ 5097; 29 CFR § 1910.95
	<b>Complaint Procedures</b>	<p>Develop and maintain complaint procedures for excessive noise levels and ensure the procedures are understood by school staff.</p> <p><i>Interview staff to identify complaints and determine actions taken to address noise issues.</i></p>	8 CCR § 5096; 29 CFR § 1910.95
		<p>Ensure all excessive noise level complaints are evaluated by proper agency.</p>	8 CCR § 5096; 29 CFR § 1910.95
<b>Respiratory Protection Program</b>	<b>Written Program-Respiratory Protection Program</b>	<p>Develop and maintain a written Respiratory Protection Program to accompany usage of respiratory protective equipment.</p> <p><i>Review Respiratory Protection Program.</i></p>	8 CCR § 5144; 29 CFR §§ 1910.134
<b>Personal Protection Equipment</b>	<b>Face/Eye Protection</b>	<p>Provide face/eye protection for persons at risk of injury from airborne objects, particulate matter or hazardous substances.</p>	8CCR 3382
	<b>Respiratory Protection Equipment</b>	<p>Provide respiratory protection equipment when engineering/operational controls are not feasible for limiting exposure to airborne contaminants.</p>	8CCR 5144

## PEST MANAGEMENT

Type	Subtype	Corrective Action	Reference
Planning	Program-IPM	Obtain a copy of the District's Integrated Pest Management (IPM) program. <i>Review IPM Program.</i>	AB2260
	Training-IPM	Ensure staff members are trained on the implementation of the IPM program. <i>Interview staff and review training records.</i>	California Education Code (CEC) § 17610
Operations	Notification-IPM	Provide a written notification to staff and parents listing pesticide products expected to be used during the school year. <i>Interview staff and review notification records and review list of staff and parents who wish to receive notification.</i>	CEC § 17612
	Rodent Control	Contact District Pest Management and place a trouble call to provide rodent proofing.	IPM
	Insect Control	Contact District Pest Management and place a trouble call to mitigate insect infestation.	IPM
	Birds	Contact District Pest Management and place a trouble call to mitigate bird nesting.	IPM
	Fans	Provide air curtains, fly fans and/or self-closing screen doors for all cafeteria doors opening to the outside.	CURFFL 114030
	Warning Signs-IPM	Develop procedures for posting warning signs 24 hours prior to pesticide application and remain posted for 72 hours after application. <i>Review posting procedures with Plant Manager.</i>	CEC § 17612
	Recordkeeping-IPM	Maintain records for the past 4 years of pesticides used at the site. <i>Review records.</i>	Integrated Pest Management Program CEC 17611
	Pesticide Application	Ensure only District Integrated Pest Management Technicians apply pesticides. <i>Interview Plant Manager and review chemical storage area for pesticides.</i>	CEC § 17612
	Approved Pesticides	Post list of approved pesticide products in the main office. <i>Observe posting and verify list is the most up-to-date document.</i>	CEC § 17612

## SPORTS AND PLAYGROUND

Type	Subtype	Corrective Action	Reference
<b>Sports</b>	<b>Equipment-Sports</b>	Train students on proper use of required safety equipment. <i>Review documentation related to safety equipment training.</i>	Bulletin M-66 42, 44
<b>Playground</b>	<b>Inspection-Playground</b>	Develop an action plan to remove, replace or retrofit playground equipment. Ensure school playgrounds have been inspected by a certified inspector. <i>Review playground inspection report and action plan. Evaluate if action plans are on schedule.</i>	
		Contact District Maintenance and Operations to have school playgrounds inspected by a certified inspector.	
<b>Athletics</b>	<b>Medical Clearance</b>	Ensure appropriate medical clearance for students prior to participating in interscholastic athletics. <i>Review procedures of medical clearance.</i>	Bulletin Z-9
		Develop procedures to evaluate and address heat stress in athletes. <i>Review school procedure associated with heat stress.</i>	Bulletin Z-52

## WASTE MANAGEMENT

Type	Subtype	Corrective Action	Reference
Hazardous Waste	Characterization	Ensure that all waste is properly characterized as "hazardous" or "nonhazardous".  <i>Review waste characterization procedures.</i>	22 CCR § 66262.11; 40 CFR § 262.11
		Label hazardous waste with the words: "HAZARDOUS WASTE", the physical state of the waste, hazard class, accumulation date and the address of the generator.  <i>Inspect containers collecting hazardous waste.</i>	22 CCR § 66262.34; 40 CFR § 262.34
	Waste Storage	Supply hazardous waste storage area with spill kits, fire extinguishers, communication systems, decontamination equipment, and maintain unobstructed aisle space.  <i>Inspect waste storage area and inspection records.</i>	22 CCR § 66262.34; 40 CFR § 262.34
		Ensure that tanks accumulating hazardous waste are inspected daily, and that containers in the hazardous waste storage are inspected weekly.  <i>Inspect waste storage area and inspection records.</i>	22 CCR § 66262.34; 40 CFR § 262.34
		Ensure all hazardous waste containers have secondary containment, are in good condition, and free of leaks.  <i>Inspect waste storage area and inspection records.</i>	
		Keep hazardous waste containers closed except when adding or removing waste.  <i>Inspect waste storage area and inspection records.</i>	22 CCR § 66262.34; 40 CFR § 262.34
	Waste Disposal	Dispose hazardous waste generated at schools at least every 180 days.  <i>Interview schools staff and review disposal records.</i>	22 CCR § 66262.34; 40 CFR § 262.34

## WASTE MANAGEMENT

Type	Subtype	Corrective Action	Reference
Wastewater	Sewers	Ensure that debris is periodically cleared from sewer and storm drains. <i>Visually inspect the condition of sewer and storm drains.</i>	Annual Campuses/ Facilities Inspection Checklist
	Storm Water	Ensure only storm water is discharged to storm drains.	
Food Services Waste	Kitchen BMPs	Implement best management practices (BMPs) guidance for industrial waste disposal as defined by the Food Services Branch. <i>Implement Best Management Practices (BMPs) for industrial waste disposal as defined by the Food Services Branch.</i>	LAMC Article 4 Section 64.30
	Food Disposal	Ensure food waste is disposed into trashcans.	LAMC Article 4 Section 64.30
		Ensure fats, oils, and grease are frozen prior to disposal.	LAMC Article 4 Section 64.30
	Kitchen BMP Training	Verify that cafeteria staff is trained and aware of the BMPs for industrial waste disposal.	LAMC Article 4 Section 64.30
	Recordkeeping	Maintain industrial waste disposal BMP training records/sign-in sheets. <i>Review training records to ensure that staff has received training and records are current and properly maintained.</i>	LAMC Article 4 Section 64.30
	Posting	Conspicuously post industrial waste disposal BMPs in the cafeteria kitchen and/or food prep area. <i>Determine if appropriately posted.</i>	LAMC Article 4 Section 64.30
Solid Waste	Recycling	Develop and maintain solid waste recycling program for all recyclable materials. <i>Interview staff to determine solid waste recycling records.</i>	
	Trash Receptacles	Keep dumpsters closed when not in use. <i>Inspect dumpsters.</i>	

## WASTE MANAGEMENT

Type	Subtype	Corrective Action	Reference
		Ensure trash cans do not overflow with waste.  <i>Inspect areas around dumpsters.</i>	
		Clean areas surrounding dumpsters and trash cans.  <i>Inspect areas around dumpsters.</i>	

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**APPENDIX VI**

**WORKING DRAFT SUGGESTIONS  
FOR PREVENTIVE AND REMEDIAL ACTIONS**

## **WORKING DRAFT SUGGESTIONS FOR PREVENTIVE AND REMEDIAL ACTIONS**

**OCTOBER 6, 2003**

This list provides additional, more detailed suggestions for preventing and remedying IEQ problems in schools. It is based on information from various sources, including school district staff who participated in public workshops during this project, consultants, state agency staff, and others. This list is a draft working document. Further comments are welcomed and can be sent to ARB at [tphillip@arb.ca.gov](mailto:tphillip@arb.ca.gov) or [capcs@arb.ca.gov](mailto:capcs@arb.ca.gov).

### GENERAL

1. For new school design or retrofits, also see CHPS Best Practices Manual sections on siting, materials selection, and ventilation ([www.chps.net](http://www.chps.net)) and EPA's Design Tools for Schools (<http://www.epa.gov/iaq/schooldesign/>).
2. Apply for financial assistance through local utility programs and the California Energy Commission (see AB 549 program for energy efficiency in existing buildings, <http://www.energy.ca.gov/ab549/index.html>).
3. Set up communication and tracking system for reporting IEQ problems immediately and ensuring their resolution. The Los Angeles USD database program for tracking environmental health complaints is available at no cost.
4. Educate teachers, maintenance staff, custodial staff, and administrative staff on the causes and prevention of poor IEQ. EPA's IAQ Tools for Schools, a free package, can help accomplish this (<http://www.epa.gov/iaq/schools/>).
5. Identify asthmatics and other individuals who are more sensitive to indoor air pollution, and work with the local American Lung Association to reduce pollutant and allergen exposures at school and at home (<http://www.lungusa.org/events/astopen.html>).
6. Design or modify building to allow easy access and clearance for maintenance and inspection, including HVAC systems, crawlspaces, and plumbing systems.

### VENTILATION AND AIR CLEANING

1. Meet Cal OSHA regulations, Sec. 5142, which require provision of constant ventilation at a rate specified in the building design, as well as annual inspection, maintenance, and record keeping (<http://WWW.dir.ca.gov/title8/5142.html>).
2. Ensure constant supply of outdoor air and pre-occupancy flushing, per CEC Title 24 regulations and Cal OSHA regulations.
3. Conduct annual cleaning and inspection of HVAC: dampers, drains, flow imbalance, coils, filters, ductwork, etc. (see EPA Tools for Schools).
4. Assure thermal comfort (T & RH, drafts) through annual inspections and testing.
5. Improve user-friendliness of control systems; educate teachers on use of timers and post simple instructions.
6. Consider separate, low-noise exhaust ventilation systems for providing constant ventilation when the central system is inefficient or too noisy. Include air intakes in locations away from outdoor pollutant sources. Design the systems and measure

indoor-outdoor pressure differences to avoid excessive depressurization, which can cause problems due to increased transport of radon, soil gas, pesticides, odors, and moisture into the room from the soil, crawl spaces, and adjoining spaces.

7. During high humidity conditions (warm and wet or muggy, and high occupant load), reduce residual indoor moisture by running HVAC or dehumidifier after classes for an hour or two, as needed. This may also be needed during school vacations (especially in climate zones with high humidity), and during the first year in new classrooms built with a significant amount of wood materials.
8. Avoid the use of ozone-generating air cleaners in enclosed areas (<http://www.arb.ca.gov/research/indoor/acdsumm.pdf>).

### NOISE

1. Specify low-noise, low-vibration HVAC systems (new and retrofit), e.g., systems with baffles, vibration dampers, insulation, etc.
2. Specify windows, doors, and other building components with low-noise transmission characteristics, wherever possible.
3. Test and demonstrate low-noise, low-vibration HVAC systems; track long-term performance.

### MOISTURE

1. After leaks, spills, and flooding, dry the rooms thoroughly within 24 hours. Use heating and floor fans if necessary. For more information on IAQ and repairing flood damage safely and effectively, see <http://www.epa.gov/iaq/pubs/flood.html>.
2. Repair leaks immediately, to avoid major damage later. Moisture meters can be used to find damp areas of building. Infrared cameras may be available on loan from utilities to identify less accessible leak locations.
3. Inspect EPDM and metal roofs annually for tears, leaks, interior condensation, and degradation.
4. Inspect buildings, especially roofs, gutters, and crawlspaces, before each wet season, and after every heavy rain.
5. Specify at least 6 inch flashing and mastic sealant around roof HVAC units, a common source of water leakage. Inspect routinely.
6. Test condensate drain pan routinely: pour 1 cup of water in pan, check for flow at end of drain line and for any standing water left in pan.
7. Specify and verify proper siting, drainage, and pad with concrete or asphalt surface or a plastic vapor barrier. Add drainage features to site if necessary.
8. Specify and verify effective crawlspace ventilation area and location:
  - Sufficient ventilation area per building code.
  - Non-louvered vents
  - Proper location – avoid corners, stagnant areas, and close spacing between vents.
9. Do not drain the roof and HVAC to the surface near the building; route to sub-surface drains, or if necessary, at least several feet away from building in area with permeable soil and a slope away from building.
10. Inspect roof gutters for proper drainage.

11. Specify portable skirt height at least 6 inches above ground, preferably higher, to avoid wicking and improve ventilation; avoid wood or other absorbent material for skirting.
12. Do not allow sprinklers to hit buildings or drain next to or under building.
13. Specify adequate flashing for roofs, walls, windows, and doors, and specify adequate roof overhangs.
14. Avoid carpet in areas with the potential for high moisture such as areas with sinks, entrances, coatrooms, etc.
15. Specify and verify low moisture content in building materials such as wood, concrete, and wallboard. Protect these materials from moisture and dust before and during installation.
16. Avoid cold spots in building shell (insulation gaps, thermal bridges) through better QC at factory, and by commissioning (infrared camera).
17. Avoid flat roofs. Add slope to roofs during retrofits, if possible.
18. Use moisture resistant materials in subfloor (e.g., if wood product, should be exterior grade.)

#### VOCs, INCLUDING FORMALDEHYDE AND OTHER ALDEHYDES

1. Specify low- or non-emitting building materials and furnishings, including items after original installation, such as cabinetry. Have manufacturers confirm emission rates.
2. Follow ARB-DHS recommendations for reducing indoor formaldehyde levels (see Appendix IV).
3. Control emissions from remodeling and construction through isolation and negative pressure (exhaust ventilation).
4. Select low-emitting carpets and glues; air out the carpet before installation; flush out the room during and after installation and before occupancy; ensure constant ventilation before and during occupied periods.
5. Caulks and sealants: apply during school vacations, flush out after installation.
6. Ensure that teachers do not use or store products or materials that can be significant sources of indoor pollutants, such as room deodorizers, cleaning products, pressed wood, candles, pesticides, hair spray, aromatherapy oils, etc.
7. Program the HVAC controls for daily pre-occupancy flush, per CEC ventilation standard.

#### PARTICULATE MATTER AND FLOOR DUST

1. Place ground cover on open soil.
2. Include walk-off mats inside and outside of each classroom.
3. Upgrade HVAC filters & frequent replacement; seal leaks/bypasses around filters.
4. Perform daily vacuuming, sweeping, and dusting.
5. Dust with damp mops and cloths.
6. Vacuum with efficient vacuum cleaners that capture more of the dust (see Consumer Reports).
7. Consider hard flooring with washable area and runner rugs.
8. Provide covered storage containers for teaching supplies.

### LIGHTING

1. Encourage day-lighting.
2. Replace old ballasts with new high-efficiency, low-noise ballasts.
3. Add solar shades and/or awnings to reduce glare and heat load.
4. Assure illumination levels and quality are sufficient. Refer to IESNA standards for classrooms.

### BIOLOGICAL POLLUTANTS

1. Do not keep animal pets in classrooms for extended periods, especially furry mammals, reptiles, and turtles.
2. Plant trees and bushes that produce:
  - little or no allergens (see American Lung Association and local allergists; see example at the Tulare School District, <http://www.visaliatimesdelta.com/news/stories/20030630/localnews/568385.html>).
  - reduced amounts of ozone precursors (see ARB Research Division, Biogenic Research, <http://www.arb.ca.gov/research/ecosys/ecosys.htm>).