Spokane Regional Health District

School Health and Safety

Self-Inspection Worksheet

Secondary Schools

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| **SPOKANE REGIONAL HEALTH DISTRICT** | **School:** |  |
| **SCHOOL HEALTH & SAFETY GUIDE** | **Address:** |  |
| **Self-Inspection Worksheet** | **Inspection Date:** |  |
|  | **Inspector:** |  |

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| **General Information** | **Principal:** |  | Pre-inspection items:  Injury & illness reports/trends reviewed  Recent routine and reinspection reports reviewed  Closing conference held with: |
| **Enrollment:** |  |
| **Grade Span:** |  |
| List any future construction – playgrounds, portables, building updates, etc.: | |

# **Office Area**

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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|  | **Item**  **No.** | **Page**  **No.** | **Requirement/Recommendation** | **In Compliance?** | **Comments/Observations**  (If NO is checked explain below) |
| **School Entry** | **C-002** | **15** | **Safe drop-off/pick-up locations must be provided for students** | Yes  No  N/A |  |
| **C-001** | **15** | **Safety glass must be installed in display cases, doors, etc.** | Yes  No  N/A |  |
| F-010 | 21 | Walk off mats should be in place at all entrances | Yes  No  N/A |  |
| **Office Records & Plans** | K-001 | 29 | Copy of updated laboratory & science room chemical inventories should be in main office | Yes  No  N/A |  |
| K-002 | 29 | Copy of written & updated chemical hygiene plan for laboratory or science rooms should be in main office | Yes  No  N/A |  |
| **K-054** | **33** | **Laboratory & science room floor plan must be in main office or on Critical Incident Planning and Mapping System (CIPMS)** | Yes  No  N/A |  |
| **Health Room** | **C-006** | **15** | **First aid kit must be readily accessible and properly stocked. Supplies in cabinets/drawers labeled**  Reference K-12 Guide: C-006a, C-007 for more information | Yes  No  N/A |  |
| **C-008** | **15** | **Cots must be non-absorbent; bedding must be laundered or discarded after each use** | Yes  No  N/A |  |
| **C-009** | **15** | **Medications must be kept in locked storage** | Yes  No  N/A |  |
| C-020 | 16 | Health room patients should be visible to staff | Yes  No  N/A |  |

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# **Classrooms/Library**

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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|  | **Item**  **No.** | **Page**  **No.** | **Requirement/Recommendation** | **In Compliance?** | **Comments/Observations**  (If NO is checked explain below) |
| **General** | **B-001** | **14** | **Buildings must be kept clean & in good repair** | Yes  No  N/A |  |
| **B-006** | **14** | **Buildings/premises must be kept free of insects, rodents & other pests** | Yes  No  N/A |  |
| **B-007** | **14** | **Hazardous chemicals (e.g., products labeled “Keep out of Reach of Children”) must be properly labeled & kept inaccessible to students.** | Yes  No  N/A |  |
| **B-008** | **14** | **Storage areas for belongings & classroom equipment must be sufficient & accessible** | Yes  No  N/A |  |
| **Plumbing** | **D-003** | **18** | **Water must clear drinking fountain nozzle** | Yes  No  N/A |  |
| **D-004** | **18** | **Vacuum breakers required on taps with threaded, serrated, quick-coupling nozzles to prevent cross-contamination of the drinking water supply** | Yes  No  N/A |  |
| **D-005** | **18** | **Soap must be provided at hand washing sinks** | Yes  No  N/A |  |
| **D-006** | **18** | **Single-service towels or warm air dryers must be provided** | Yes  No  N/A |  |
| **D-007** | **18** | **Toilet paper must be adjacent to each fixture** | Yes  No  N/A |  |
| **D-009** | **18** | **Water temperature must not exceed 120° F** | Yes  No  N/A |  |
| **Electrical** | **C-021** | **16** | **Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.** | Yes  No  N/A |  |
| **Lighting** | **I-004** | **26** | **Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, locate desks in well-lit areas, or use light meter to verify at least 30 foot-candles)** | Yes  No  N/A |  |
| **I-006** | **26** | **Emergency exit lights must remain on** | Yes  No  N/A |  |
| **Ventilation** | **F-012** | **21** | **All rooms must be free of objectionable odors, excessive heat & condensation (air fresheners, candles, high VOC markers, etc. are discouraged)** | Yes  No  N/A |  |
| F-012a | 21 | Fabric upholstered furniture (couches, chairs, large pillows, etc.) should be avoided | Yes  No  N/A |  |
| **R-011** | **46** | **Proper ventilation must be provided for kilns, paints, glues & other materials producing vapors.** | Yes  No  N/A |  |
| **Safety** | C-011 | 15 | Paper cutters should have finger guards & safety latches | Yes  No  N/A |  |
| C-014 | 16 | Coat hooks should not create a protrusion hazard | Yes  No  N/A |  |
| C-015 | 16 | Safety scissors should be used for grades K-3 | Yes  No  N/A |  |
| C-016 | 16 | AV equipment should be secured to carts | Yes  No  N/A |  |
| C-017 | 16 | Lockers & tall/unstable bookshelves should be secured to prevent tipping. Book shelves should not be double stacked. | Yes  No  N/A |  |

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# **Custodial Storage/General Building/Restrooms**

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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| **Cleaning Supplies** | **C-003** | **15** | **Hazardous chemicals (e.g., products labeled “Keep out of Reach of Children”) must be properly labeled & kept inaccessible to students.**  Reference K-12 Guide: B-007 for more information | Yes  No  N/A |  |
| **C-003** | **15** | **Material Safety Data Sheets available & current** | Yes  No  N/A |  |
| **C-004** | **15** | **Custodial closets, boiler rooms & other areas where poisonous compounds are kept must be locked** | Yes  No  N/A |  |
| **C-005** | **15** | **Flammable liquids > 10 gals. must be stored in approved flammable storage cabinets** | Yes  No  N/A |  |
| **Electrical** | **C-021** | **16** | **Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.** | Yes  No  N/A |  |
| **C-022** | **16** | **Electrical panels must be unblocked (30”W x 78”H clear area) & properly labeled** | Yes  No  N/A |  |
| **Lighting** | **I-001** | **26** | **Lighting must be adequate in toilet areas, storerooms & corridors (See prior inspection report, check for burned out bulbs, or use light meter to verify at least 10 foot-candles)** | Yes  No  N/A |  |
| **I-006** | **26** | **Emergency exit lights must remain on** | Yes  No  N/A |  |
| **Temp** | **F-008** | **21** | **All classrooms must maintain a minimum room temperature 65° F (Should not exceed 79° F)**  Reference K-12 Guide: G-001 for more information | Yes  No  N/A |  |
| **Ventilation** | **F-012** | **21** | **All rooms must be free of objectionable odors, excessive heat & condensation (air fresheners, candles, high VOC markers, etc. are discouraged)** | Yes  No  N/A |  |
| **R-011** | **46** | **Proper ventilation must be provided for kilns, paints, glues, & other materials producing vapors.** | Yes  No  N/A |  |
| F-013 | 22 | Ozone generators should not be used in occupied areas | Yes  No  N/A |  |
| F-011 | 21 | Vacuum cleaners should be equipped with HEPA filters | Yes  No  N/A |  |
| G-020 | 24 | Carbon monoxide monitors should be installed where gas combustion appliances are in use (mechanical rooms, etc.) | Yes  No  N/A |  |
| **Plumbing** | **D-001** | **18** | **Plumbing must be sized, installed, maintained & properly functioning** | Yes  No  N/A |  |
| **D-003** | **18** | **Water must clear the drinking fountain nozzle** | Yes  No  N/A |  |
| **D-004** | **18** | **Vacuum breakers required on taps with threaded, serrated, quick-coupling nozzles (custodial closets, mop sinks, etc.) to prevent cross-contamination of the drinking water supply** | Yes  No  N/A |  |
| **D-005** | **18** | **Soap must be provided at handwashing sinks** | Yes  No  N/A |  |
| **D-006** | **18** | **Single-service towels or warm air dryers must be provided** | Yes  No  N/A |  |
| **D-007** | **18** | **Toilet paper must be adjacent to each toilet fixture** | Yes  No  N/A |  |
| **D-009** | **18** | **Water temperature must not exceed 120° F** | Yes  No  N/A |  |
| **D-010** | **18** | **Self-closing faucets must provide at least 10 seconds of water flow** | Yes  No  N/A |  |
| **General** | **B-001** | **14** | **Buildings must be kept clean & in good repair** | Yes  No  N/A |  |
| **B-004** | **14** | **Stairways/steps must have handrails & non-slip treads** | Yes  No  N/A |  |
| **B-005** | **14** | **Floors must be easily cleanable** | Yes  No  N/A |  |
| **B-006** | **14** | **Buildings/premises must be kept free of insects, rodents, & other pests** | Yes  No  N/A |  |
| **B-008** | **14** | **Storage areas for belongings & classroom equipment must be sufficient & accessible** | Yes  No  N/A |  |
| **C-010** | **15** | **Radiators & steam/hot water pipes in student areas must be shielded** | Yes  No  N/A |  |
| C-017 | 16 | Lockers & tall/unstable bookshelves should be secured to prevent tipping. Book shelves should not be double stacked. | Yes  No  N/A |  |

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# **Animals in the Classroom**

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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| **Animals in the Classroom** | O-001 | 42 | School designee (e.g., principal, administrator) should be notified before student-animal interactions | Yes  No  N/A |  |
| O-002 | 42 | Parents should be notified of live or dead animals in classroom due to allergy/indoor air quality issues  Reference K-12 Guide: O-001a for more information | Yes  No  N/A |  |
| O-003 | 42 | Animals should be kept & handled in designated area with impervious & cleanable surfaces | Yes  No  N/A |  |
| O-004 | 42 | Cages should be lockable & cleaned daily | Yes  No  N/A |  |
| O-005 | 42 | Animals should be handled under adult supervision. Bite resistant gloves should be worn | Yes  No  N/A |  |
| O-005 | 42 | Everyone handling animals (including bedding, cages, etc.) & reptiles (snakes, lizards, turtles) should wash their hands to prevent infectious disease. A “Hand Wash” sign should be posted.  Reference K-12 Guide: O-006 & O-015 for more information | Yes  No  N/A |  |
| O-008 | 42 | Heat lamps should be kept away from flammable bedding. Extension cords should not be used for permanent lighting | Yes  No  N/A |  |
| O-009 | 42 | Wild animals should not be allowed in the classroom – all animals should have appropriate vaccinations | Yes  No  N/A |  |
| O-010 | 42 | Aquarium tanks should be cleaned regularly – water should be disposed of in custodial sink | Yes  No  N/A |  |
| **O-011** | **42** | **Animal bites must be reported to SRHD** | Yes  No  N/A |  |
| O-012 | 42 | Animals – after school/weekend care | Yes  No  N/A |  |
| O-013 | 43 | Hook billed birds should not be handled by children | Yes  No  N/A |  |
| O-016 | 43 | Supervision & handwashing should be provided whenever students interact with animals at petting zoos/exhibits –food & drink should be prohibited  Reference K-12 Guide: O-014 for more information | Yes  No  N/A |  |
| See appendix F for additional recommendations. | | | | | |

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# **Laboratories & Science Classrooms**

Please review this worksheet in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the worksheet and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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|  | **Item**  **No.** | **Page**  **No.** | **Requirement/Recommendation** | | **In Compliance?** | | **Comments/Observations**  (If NO is checked explain below) |
| **Office Records & Plans** | **K-001** | **29** | **Updated chemical inventory of all chemicals must be on-hand** | | Yes  No  N/A | |  |
| **K-002** | **29** | **Chemical hygiene plan must be in place, updated & reviewed annually** | | Yes  No  N/A | |  |
| **Rules** | **K-007** | **29** | **Emergency eye wash stations must be activated weekly. Emergency eye wash/shower stations must be tested annually. Tests must be documented.** | | Yes  No  N/A | |  |
| **K-024** | **30** | **Chemical hygiene officer or department chair must maintain a written maintenance & operation program for hoods & other mechanical equipment** | | Yes  No  N/A | |  |
| K-027 | 31 | Food & drink should be excluded from labs & science rooms | | Yes  No  N/A | |  |
| K-048 | 32 | Jewelry should not worn | | Yes  No  N/A | |  |
| K-049 | 32 | Loose hair should be restrained | | Yes  No  N/A | |  |
| K-050 | 32 | Laboratory should have chemical spill clean-up plan in place & spill clean-up kit available | | Yes  No  N/A | |  |
| **K-061** | **33** | **MSDS for all chemicals must be up to date & available** | | Yes  No  N/A | |  |
| **Training** | **K-052** | **32** | **A written & documented safety orientation for students & staff must be provided** | | Yes  No  N/A | |  |
| **Personal Protective Equipment** | **K-044** | **32** | **Instructors must wear proper eye protection & personal protective equipment** | | Yes  No  N/A | |  |
| **K-045** | **32** | **Students must wear proper eye protection & personal protective equipment** | | Yes  No  N/A | |  |
| **K-057** | **33** | **Lab coats must be fire retardant** | | Yes  No  N/A | |  |
| **K-065** | **33** | **Shoes must be closed toe** | | Yes  No  N/A | |  |
| **Emergency Items** | **K-003** | **29** | **Emergency eyewash & showers must be located within 50 feet/10 seconds of all work stations & kept unblocked** | | Yes  No  N/A | |  |
| **K-004** | **29** | **Emergency showers must deliver water over entire body** | | Yes  No  N/A | |  |
| **K-005** | **29** | **Emergency eye wash & showers must operate hands free & be handicap accessible** | | Yes  No  N/A | |  |
| **K-006** | **29** | **Emergency eyewash stations must have the required flow** | | Yes  No  N/A | |  |
| K-025 | 30 | Directional signs to electrical & gas shut-offs & other safety items should be provided | | Yes  No  N/A | |  |
| **K-026** | **30** | **Invisible hazard signage must be posted when applicable (e.g. radiation, chemical, electrical, laser, heat)** | | Yes  No  N/A | |  |
| K-046 | 32 | Non-asbestos fire blanket should be readily available if needed | | Yes  No  N/A | |  |
| K-047 | 32 | Safety shields should be used at demonstration table if risk of explosion exists | | Yes  No  N/A | |  |
| **K-053** | **33** | **Emergency phone must be readily available** | | Yes  No  N/A | |  |
| **K-055** | **33** | **Fire extinguishers must be provided (ABC type), accessible & staff trained to use properly** | | Yes  No  N/A | |  |
| **K-056** | **33** | **Fire alarm systems must be provided – alarm pull stations must be identified & accessible** | | Yes  No  N/A | |  |
| **K-062** | **33** | **First aid kit must be readily accessible & properly stocked** | | Yes  No  N/A | |  |
| **Lighting** | **I-005** | **26** | **Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, locate desks & workstations in well-lit areas, or use light meter to verify at least 50 foot-candles)** | | Yes  No  N/A | |  |
| **I-008** | **26** | **Shadows must be minimized** | | Yes  No  N/A | |  |
| **Electrical** | **K-013** | **29** | **Only approved heating devices allowed in laboratory/storerooms** | | Yes  No  N/A | |  |
| **K-014** | **30** | **Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.** | | Yes  No  N/A | |  |
| **K-015** | **30** | **Electrical equipment must be properly grounded** | | Yes  No  N/A | |  |
| **K-016** | **30** | **Extension cords must have proper wire size & be UL listed** | | Yes  No  N/A | |  |
| **K-067** | **34** | **Electrical panels must be unblocked (30”W x 78”H clear area) & properly labeled** | | Yes  No  N/A | |  |
| **Ventilation** | **F-002** | **21** | **Increased ventilation must be provided in labs/chemical areas (20 cfm of fresh air per person)**  Reference K-12 Guide: K-008 for more information | | Yes  No  N/A | |  |
| **F-004** | **21** | **Increased on-demand mechanical ventilation must be provided as needed for control of air contaminants** Reference K-12 Guide: K-010 for more information | | Yes  No  N/A | |  |
| **K-012** | **29** | **Make up air in science & labs must equal exhaust air** | | Yes  No  N/A | |  |
| **Fume Hood** | **K-017** | **30** | **Demonstration fume hoods must be available & used as required** | | Yes  No  N/A | |  |
| **K-018** | **30** | **Fume hoods must meet AHERA requirements** | | Yes  No  N/A | |  |
| **K-019** | **30** | **Chemicals should not be stored in fume hoods** | | Yes  No  N/A | |  |
| **K-020** | **29** | **Fume hoods must vent fumes & vapors properly to the outside** | | Yes  No  N/A | |  |
| K-021 | 30 | Fume hood air velocity should be tested quarterly to verify operation within 60 – 125 lfm | | Yes  No  N/A | |  |
| **K-022** | **30** | **Fume hoods must be used when students use harmful chemicals** | | Yes  No  N/A | |  |
| **K-023** | **30** | **Only explosion-proof electrical devices may be used in fume hoods (switches, lights, motors, etc.)** | | Yes  No  N/A | |  |
| **Hand Washing** | **K-066** | **34** | **A hand washing sink with soap & towels must be available in lab &/or science rooms** | | Yes  No  N/A | |  |
| **Plumbing** | **D-004** | **18** | **Faucets with attached tubing must be equipped with vacuum breakers** | | Yes  No  N/A | |  |
| **D-009** | **12** | **Sink water temperature must not exceed 120oF** | | Yes  No  N/A | |  |
| **Animals** | Section O | 37 | Refer to *Animals in the Classroom* Inspection Worksheet | | Yes  No  N/A | |  |
| **Chemical Waste** | **K-051** | **32** | **Waste disposal must be appropriate (not down drains)** | | Yes  No  N/A | |  |
| **K-068** | **34** | **Mercury barometers must be disposed per EPA/DOE regulations** | | Yes  No  N/A | |  |
| K-069 | 34 | Ethidium bromide should not be disposed of in sink/trash. Consult DOE for aqueous/solvent disposal | | Yes  No  N/A | |  |
| **Chemical Storage & Handling** | **K-028** | **31** | **Chemical store room doors must be self-closing & lockable** | | Yes  No  N/A | |  |
| K-029 | 31 | Chemical store rooms should be neat, clean, adequately sized & organized | | Yes  No  N/A | |  |
| K-030 | 31 | Shelving should be sturdy, properly secured & equipped with earthquake lips | | Yes  No  N/A | |  |
| K-031 | 31 | Chemicals should be stored at or below eye level (5’ 6”) | | Yes  No  N/A | |  |
| K-032 | 31 | Chemical storage areas should be kept cool & dry | | Yes  No  N/A | |  |
| **K-034** | **31** | **Chemicals must be organized & stored using a recognizable & safe system to separate incompatible chemicals** | | Yes  No  N/A | |  |
| **K-035** | **31** | **Chemicals marked only with teacher codes must not be kept in permanent storage. Dispose of daily (e.g. unknowns)** | | Yes  No  N/A | |  |
| **K-036** | **31** | **All flammables must be stored in approved flammable cabinets; flammables must be stored separately from acids & bases** | | Yes  No  N/A | |  |
| **K-037** | **31** | **Unapproved chemicals listed on Table 1, Appendix D must not be used.** | | Yes  No  N/A | |  |
| K-038 | 31 | Chemicals listed on Table 2, Appendix D should only be used in advanced classes | | Yes  No  N/A | |  |
| K-039 | 31 | Chemicals should be purchased in small amounts – dated & inventoried upon receipt | | Yes  No  N/A | |  |
| K-040 | 31 | Chemicals should be dispensed in small amounts to students | | Yes  No  N/A | |  |
| K-041 | 31 | Water reactants (metallic sodium calcium) & organic peroxides should be stored separate from all other chemicals | | Yes  No  N/A | |  |
| K-042 | 31 | Acids should be stored in approved acid cabinets; non-compatible acids (e.g. nitric, acetic acid) should be stored separate from other acids | | Yes  No  N/A | |  |
| **K-043** | **31** | **Explosion-proof refrigerators must be used to store volatile chemicals** | | Yes  No  N/A | |  |
| **K-051** | **32** | **Proper waste disposal must be followed per DOE** | | Yes  No  N/A | |  |
| **K-058** | **33** | **Formaldehyde use is prohibited** | | Yes  No  N/A | |  |
| **K-059** | **33** | **Biology specimens must be stored in sealed containers; specimens stored in liquid preservative must not be accessible** | | Yes  No  N/A | |  |
| K-060 | 33 | Glassware should be free of cracks, chips & other defects | | Yes  No  N/A | |  |
| **K-063** | **33** | **All containers must be labeled** | | Yes  No  N/A | |  |
| **SPOKANE REGIONAL HEALTH DISTRICT** | | | | **School:** | |  | | |
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|  | | | | **Inspector:** | |  | | |

# **Athletics (Gymnasiums, Weight Rooms, Etc.)**

Please review this worksheet in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the worksheet and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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|  | **Item**  **No.** | **Page**  **No.** | **Requirement/Recommendation** | **In Compliance?** | **Comments/Observations**  (If NO is checked explain below) |
| **Locker Rooms** | **D-011** | **18** | **Showers for grades 9-12 Physical Education classes must be provided. Hot water temperature must be between 100°F to 120°F** | Yes  No  N/A |  |
| **D-013** | **18** | **Shower room floors & walls must be smooth, easily cleanable & water impervious** | Yes  No  N/A |  |
| **D-014** | **18** | **Flooring in locker room must be non-slip**  Reference K-12 Guide: D-012 for more information | Yes  No  N/A |  |
| **D-015** | **18** | **Locker/dressing room walls must be smooth & easily washable** | Yes  No  N/A |  |
| **D-016** | **18** | **School supplied towels must be laundered after each use** | Yes  No  N/A |  |
| **Ventilation** | **F-012** | **21** | **All rooms must be free of objectionable odors, excessive heat & condensation (air fresheners, candles, high VOC markers, etc. are discouraged)** | Yes  No  N/A |  |
| **Temp** | **G-001** | **23** | **Gym temperature must be maintained at least 60°F** | Yes  No  N/A |  |
| **Lighting** | **I-002** | **26** | **Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, or use light meter to verify at least 20 foot-candles)** | Yes  No  N/A |  |
| **General Safety** | C-012 | 15 | Safety warning strip should be installed 2 ft. from edge of stage/platform > 4 ft. high | Yes  No  N/A |  |
| C-017 | 16 | Lockers should secured to prevent tipping | Yes  No  N/A |  |
| C-018 | 16 | Walls, doors & posts behind backboards should be padded | Yes  No  N/A |  |
| C-019 | 16 | Padding behind backboards should extend to the floor | Yes  No  N/A |  |
| **M-011** | **38** | **Mats for wrestling, weightlifting, etc., must be easily cleanable & have tears repaired regularly** | Yes  No  N/A |  |
| **S-010** | **48** | **Trained first aid personnel must be readily available** | Yes  No  N/A |  |

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| **SPOKANE REGIONAL HEALTH DISTRICT** | **School:** |  |
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|  | **Inspector:** |  |

# **Career & Technical Education Areas (includes Art Rooms, Craft Rooms, Home Economics, Performing Arts, Photography, and Shops)**

Please review this worksheet in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the worksheet and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

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|  | **Item**  **No.** | **Page**  **No.** | **Requirement/Recommendation** | **In Compliance?** | **Comments/Observations**  (If NO is checked explain below) |
| **Floors** | **L-003** | **35** | **Floors must be clean & free of oil, saw dust, etc.** | Yes  No  N/A |  |
| **L-003** | **35** | **Floors in operator use zone must be non-slip** | Yes  No  N/A |  |
| **L-004** | **35** | **Floors must be free of slip, fall & trip hazards. Safety zones must be properly marked** | Yes  No  N/A |  |
| **Storage** | **L-012** | **35** | **Material storage must be adequate & safe** | Yes  No  N/A |  |
| **L-017** | **36** | **Project storage must be adequate & safe** | Yes  No  N/A |  |
| **L-028** | **37** | **All flammable liquids & waste must be stored in a proper flammable cabinet** | Yes  No  N/A |  |
| **L-029** | **37** | **Solvent tanks must be equipped with a lid with fusible links. Lid must be kept closed when not in use** | Yes  No  N/A |  |
| **Tools** | **L-006** | **35** | **Machine guards must be properly maintained & properly adjusted** | Yes  No  N/A |  |
| **L-007** | **35** | **Hand & power tools must be properly maintained & kept in a safe condition**  Reference K-12 Guide: L-005 for more information | Yes  No  N/A |  |
| **L-008** | **35** | **Safety jack stands must be available when needed** | Yes  No  N/A |  |
| **L-011** | **35** | **Unstable equipment must be properly secured to prevent tipping (e.g., drill presses, band saws, lathes, grinders, etc.)** | Yes  No  N/A |  |
| **L-019** | **36** | **Grinders must have safety shields in place & tool rests adjusted to 1/8” from wheel (Taken from “Safety Guide for Career & Technical Education” 2002)** | Yes  No  N/A |  |
| **Rules** | K-048 |  | Jewelry should not be worn | Yes  No  N/A |  |
| K-049 |  | Loose hair should be restrained | Yes  No  N/A |  |
| **L-009** | **35** | **Shop safety rules must be prominently displayed (e.g. “Wear Eye Protection”)** | Yes  No  N/A |  |
| **L-010** | **35** | **Machinery/equipment must be provided with operating instructions posted on or near equipment** | Yes  No  N/A |  |
| **Emergency/safety** | L-016 | 30 | Non-asbestos fire blanket should be readily available if needed | Yes  No  N/A |  |
| **L-018** | **36** | **Emergency eyewash & showers must be located within 50 feet/10 seconds of work stations & kept unblocked**  Reference K-12 Guide: K-003 for more information | Yes  No  N/A |  |
| **K-005** | **29** | **Emergency eye wash & showers must operate hands free & be handicap accessible** | Yes  No  N/A |  |
| **K-053** | **33** | **Emergency phone must be readily available** | Yes  No  N/A |  |
| **L-020** | **46**  **36** | **Proper eye protection must be provided & used as required** Reference K-12 Guide: R-012 for more information | Yes  No  N/A |  |
| **L-024** | **36** | **Master shut-offs for gas & electric must be provided & labeled** | Yes  No  N/A |  |
| **C-006** | **15** | **First aid kit must be readily accessible & properly stocked** | Yes  No  N/A |  |
| **K-066** | **34** | **Hand washing sink must be available with soap & towels** | Yes  No  N/A |  |
| **Waste** | **L-014** | **36** | **Hazardous waste must be stored, labeled, & disposed of properly** | Yes  No  N/A |  |
| **L-015** | **36** | **Waste oil must be stored, labeled, & disposed of properly** | Yes  No  N/A |  |
| **Electrical** | **C-021** | **16** | **Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard** | Yes  No  N/A |  |
| **L-013** | **35** | **Electrical panels must be unblocked (30”W x 78”H clear area) & properly labeled** | Yes  No  N/A |  |
| **Ventilation** | **L-021** | **36** | **Mechanical ventilation must be provided for arc & gas welding** | Yes  No  N/A |  |
| **L-035** | **37** | **Chip & sawdust collection system in wood shop must be installed as required** | Yes  No  N/A |  |
| **R-011** | **46** | **Proper ventilation must be provided for kilns, paints, glues, forges, & materials producing vapors** | Yes  No  N/A |  |
| **F-002** | **21** | **Increased ventilation must be provided in shops/dark rooms/chemical areas (20 cfm of fresh air per person)** Reference K-12 Guide: K-008 for more information | Yes  No  N/A |  |
| **F-004** | **21** | **Increased on-demand mechanical ventilation must be provided as needed for control of air contaminants**  Reference K-12 Guide: K-010 for more information | Yes  No  N/A |  |
| **Painting Area** | **L-031** | **37** | **Flammable finish area & paint spray room must be separated from other rooms & equipped with proper filters, ventilation, & lighting** | Yes  No  N/A |  |
| **L-032** | **37** | **Filters in paint spray room must be changed at proper intervals** | Yes  No  N/A |  |
| **L-033** | **37** | **Only Class 1 electrical & electrical devices shall be used in flammable finish areas** | Yes  No  N/A |  |
| **Welding** | **L-022** | **36** | **Welding curtains or shields must be provided** | Yes  No  N/A |  |
| **L-025** | **36** | **Gas cylinders must be properly maintained/stored (e.g. chained)** | Yes  No  N/A |  |
| **L-026** | **36** | **Gas welding/cutting area must comply with UFC & WISHA requirements; proper eye shields must be provided** | Yes  No  N/A |  |
| **L-027** | **37** | **Protective equipment must be installed in fuel gas piping to prevent O2 backflow, flashback & back pressure** | Yes  No  N/A |  |
| **General** | L-002 | 35 | Thorough student safety training should be provided & documented | Yes  No  N/A |  |
| R-013 | 46 | Premixed clay should be used for projects – toxic art products should be avoided | Yes  No  N/A |  |
| **Sound Control** | **H-003** | **25** | **Noise levels must not exceed 65 dBA maximum with exhaust ventilation on** | Yes  No  N/A |  |
| **H-005** | **25** | **Hearing protection must be provided as required** | Yes  No  N/A |  |
| **Lighting** | **I-004** | **26** | **Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, or use light meter to verify at least 30 foot-candles)** | Yes  No  N/A |  |
| **I-005** | **26** | **Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, or use light meter to verify at least 50 foot-candles)** | Yes  No  N/A |  |
| **I-006** | **26** | **Theater egress lighting must meet requirements (≥ 0.2 foot-candles during performance & ≥ 1 foot-candle during emergency exiting)** | Yes  No  N/A |  |
| **I-008** | **26** | **Shadows must be minimized** | Yes  No  N/A |  |
| **Performing Arts** | **C-013** | **16** | **Stage catwalks, rigging, pits, etc., must meet L&I & fire codes.** | Yes  No  N/A |  |
| R-001 | 46 | White boards should not be provided (no Chalk boards) | Yes  No  N/A |  |
| R-003 | 46 | Piano & heavy instruments should be on rollers | Yes  No  N/A |  |
| R-004 | 46 | Resilient flooring & balance rails should be provided in dance facilities | Yes  No  N/A |  |
| R-005 | 46 | Safety glass mirrors should be provided in dance areas | Yes  No  N/A |  |
| **R-008** | **46** | **Black box exits must comply with fire/bldg. codes (signs/lighting)** | Yes  No  N/A |  |
| R-009 | 46 | Storage for costumes & uniforms should be adequate | Yes  No  N/A |  |
| **R-010** | **46** | **Set construction area must meet all relevant shop requirements**  Reference K-12 Guide: R-014 for more information | Yes  No  N/A |  |

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# **Milk Cooler**

The temperature of the milk\* in the milk cooler/milk refrigerator must be checked each time a self-inspection is performed if you serve milk to staff/students. However, if you have a school lunch program, the kitchen and milk coolers will be inspected by the SRHD Food Safety Program.

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|  | **Item No.** | **Requirement/Recommendation** | **Temperature of Milk\* in Cooler** | **In Compliance?** | **Was corrective action taken?** | **Comments/Observations**  If NO is checked describe corrective action taken below, include new temperature after corrections have been made |
| **Milk Cooler** | **J-014** | **WAC 246-215-03525**  **Milk must be cold held at 41° F or less. If temperature exceeds 41 ̊F take corrective action & document corrected temperature.** |  | Yes  No  N/A | Yes  No |  |
| Signature of inspector: | | | | | |

If any additional public food service will be offered at this facility (e.g., school lunches, fundraisers like spaghetti feeds, concession stands, DECA) please be sure to contact Spokane Regional Health District’s Food Safety Program at (509) 324-1560 ext. 2 for more information.

Milk cooler inspection is checked N/A above because:

Have school lunch program inspected by SRHD Food Safety Program

Do not serve milk

Other:

\*The intent of this requirement is to ensure the milk is held at proper temperature, rather than just recording the air temperature in the refrigerator. To correctly monitor, you may either use a metal stem thermometer to check the temperature of the milk itself or of a container of water that has been held in the refrigerator. Best practice is to take the temperature of the product in the warmest part of the cooler (i.e., the top shelf or door).