Spokane Regional Health District

School Health and Safety

Self-Inspection Worksheet

Secondary Schools

Contents

[**Office Area** 2](#_Toc367265150)

[**Classrooms/Library** 3](#_Toc367265151)

[**Custodial Storage/General Building/Restrooms** 5](#_Toc367265152)

[**Animals in the Classroom** 7](#_Toc367265153)

[**Laboratories & Science Classrooms** 8](#_Toc367265154)

[**Athletics (Gymnasiums, Weight Rooms, Etc.)** 12](#_Toc367265155)

[**Career & Technical Education Areas (includes Art Rooms, Craft Rooms, Home Economics, Performing Arts, Photography, and Shops)** 13](#_Toc367265156)

[**Milk Cooler** 16](#_Toc367265157)

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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 reviewedClosing 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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|  | **Item****No.** | **Page****No.** | **Requirement/Recommendation** | **In Compliance?** | **Comments/Observations**(If NO is checked explain below) |
| **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 prohibitedReference 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:** |  |
| **SCHOOL HEALTH & SAFETY GUIDE** | **Address:** |  |
| **Self-Inspection Worksheet** | **Inspection Date:** |  |
|  | **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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| **Self-Inspection Worksheet** | **Inspection Date:** |  |
|  | **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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| **SPOKANE REGIONAL HEALTH DISTRICT** | **School:** |  |
| **SCHOOL HEALTH & SAFETY GUIDE** | **Address:** |  |
| **Self-Inspection Worksheet** | **Inspection Date:** |  |
|  | **Inspector:** |  |

# **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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **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).