



La Tierra Montessori School of the Arts and Sciences

La Tierra Montessori School of the Arts and Sciences

Loss Control & Safety Audit

1/25/2023

TABLE OF CONTENTS

ABOUT	3
How to use this document.....	3
Inspection: 1. GENERAL CONDITIONS INSPECTION	6
1. GENERAL CONDITIONS INSPECTION.....	9
1. GENERAL CONDITIONS INSPECTION FINDINGS	11
1.1 Exterior Areas	11
1.2 Building Conditions.....	13
1.3 Doors, Exits, and Means of Egress	20
1.4 Emergency Action Equipment & Systems	23
1.5 Mechanical and Utility Systems	24
1.6 Chemicals and Chemical Storage	29
1.7 Housekeeping and Storage Practices	31
1.8 General Conditions – Other.....	36
2. CLASSROOM AND OFFICE INSPECTION.....	38
2. CLASSROOM AND OFFICE INSPECTION FINDINGS	39
2.1 Classroom and Office Section	39
END OF DOCUMENT	43

ABOUT

How to use this document

This report is a record of findings observed during the assessment. It can be used as a tool to assist in documenting abatement measures. To help you navigate the report, following is a description of each section and what information is contained within.

Summary

A table that contains information regarding the client, site, the Poms consultant report author, and the date of the assessment.

Executive Summary

Detailed information regarding this specific site assessment, the type of assessment performed, as well as disclaimer and contact information.

Action Items

A table of Immediate and High Priority findings that contains a short description of each hazard and its hazard priority. This can be utilized as a punch list to know which findings are the most critical to address first.

Checklist

This section contains the specific questions and/or areas observed during the assessment. The information included in this is:

- “Yes” is checked: The finding was acceptable

- “No” is checked: The finding was not acceptable

- Priority: the hazard urgency of each finding and if it is capital or non-capital

- Findings: The code for each Recommendation and Comment within the main body of the report

Assessment Findings

This is the main body of the report and contains sections of detailed information of the findings that need to be addressed (Recommendations) and positive observations (Comments).

Each “Recommendation” is coded (R-#) and includes observations, recommendations, location(s) if applicable, and any related photographs.

Each “Comment” is coded (C-#) and includes a description of the positive observation and any related photographs.

Each section of the report has its own checklist and applicable recommendations/comments section.

Summary

Contact:	Patricia Herrera
Client:	NMPSIA
Member Agency:	La Tierra Montessori School of the Arts and Sciences
Site:	La Tierra Montessori School of the Arts and Sciences
Written By:	Larry Vigil, CSP, CSRM, CPSI
Assessment Completed On:	January 25, 2023

EXECUTIVE SUMMARY

This report contains the findings of an independent Loss Control & Safety Audit of La Tierra Montessori School of the Arts and Sciences. The audit was conducted on 1/25/2023, on behalf of the La Tierra Montessori School of the Arts and Sciences, and at the request of NMPSIA.

A photograph and/or an observation, location, recommendation, and/or standard citation may accompany checkmarks in the "No" column of the checklists. Detailed observations and recommendations are found on the pages following the checklists. Information was gathered from onsite physical conditions and from statements made by your organization's staff. Some items marked as "No" or "Unacceptable" may not necessarily be noncompliant with standards; these items are marked as such when ongoing maintenance recommendations are made. In addition, some conditions could not be determined or verified and their acceptability may be marked as "No" or "Unacceptable" in the report. It is your organization's responsibility to determine the acceptability of each condition and to address hazards and concerns. The photographs are representative of concerns or issues documented during the audit process. These conditions may exist in multiple locations on the same site; therefore, the photographs should be considered representatives of these conditions and not depictions of every instance where these issues were observed. In addition, this report represents the conditions that were apparent at the time of the visit. Hazardous conditions are dynamic in nature and therefore may change, improve, or worsen after completion of the audit process.

The Loss Control & Safety Audit is based upon an overview of the hazards and loss exposures of your organization and its sites. Every part of every building and location is not normally visited. Some areas may not be accessible at the time of the audit or may inadvertently be missed. Your organization is encouraged to act upon the recommendations made in the Loss Control & Safety Audit, with or without photographs, in a timely manner wherever and whenever the conditions may be found within your organization.

Loss control is a daily responsibility of your District's management. NMPSIA's visits and related efforts made by Poms & Associates are not considered or intended by NMPSIA, to be a substitute for all or part of your District's comprehensive loss control program. Any recommendations made by NMPSIA are drawn from information provided by your organization and the conditions observed at the time of the visit. This information does not necessarily address each and every possible loss potential, code, statutory violation, or exception to good practices and procedures.

The absence of a comment or recommendation does not necessarily mean that the conditions are a representation of compliance with all acceptable codes and statutes, conformation with good practices and procedures, and/or an absence of loss potential.

The Poms & Associates staff extends its thanks to Patricia Herrera, and the staff of La Tierra Montessori School of the Arts and Sciences for their cooperation and assistance during this audit. We welcome any questions or comments. Inquiries regarding the physical locations, findings, or the referenced standards may be addressed to Poms & Associates at (800) 898-6236 or to NMPSIA at 1-800-548-3724.

ACTION ITEMS:

Inspection: 1. GENERAL CONDITIONS INSPECTION

Section: 1.1 Exterior Areas		
Question: 1.1.1 Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?		
Description	Number	Priority
<ul style="list-style-type: none"> Signs should be installed to immediately direct visitors to, and identify, visitor reception area. To improve safety & security of the facility, consideration should be given to implementing security features that physically channel all visitors to the main entry & reception area - without deviation. 	R-01	H
Section: 1.2 Building Conditions		
Question: 1.2.1 Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		
Description	Number	Priority
<ul style="list-style-type: none"> Faceplates on electrical light fixtures, appliances and equipment should be kept in place. If repair cannot be completed or is interrupted, electric component faceplates should be replaced to prevent accidental or unauthorized contact with electric wires. In addition, the energy sources should be locked and tagged out at the circuit breakers or disconnect boxes. 	R-06	H
Question: 1.2.2 Do building structures and finish materials appear to be in good condition and free of visible deterioration?		
Description	Number	Priority
<ul style="list-style-type: none"> A structural or civil engineer should inspect the building to determine the extent of the damage, assess any risks related to continued use of the building, recommend corrective action, and recommend necessary measures to prevent future damage. 	R-07	H
Section: 1.3 Doors, Exits, and Means of Egress		
Question: 1.3.1 Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?		
Description	Number	Priority
<ul style="list-style-type: none"> Combustible materials should be stored away from exits and exit paths. 	R-09	H

<ul style="list-style-type: none"> • Obstructions should be removed. • A minimum clearance equal to the width of the door and six feet deep must be maintained on both sides of an exit. • An access route to this clear space must be maintained at all times. 	R-10	H
Section: 1.5 Mechanical and Utility Systems		
Question: 1.5.1 Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		
Description	Number	Priority
<ul style="list-style-type: none"> • Unused or removed circuit breaker holders should be covered with protective plates, blanks, or non-functional switches to ensure exposed wiring is properly enclosed. 	R-14	H
<ul style="list-style-type: none"> • All stored materials and/or furnishings around and over electric panelboard cabinets and/or switchboards should be removed to ensure their locations are clearly visible. • A clearance of 36 inches should be maintained horizontally around electric panelboard cabinets and/or switchboards. • The area between the floor to a height of 30 inches above electric panelboard cabinets and/or switchboards should be kept clear of obstructions. 	R-15	H
Question: 1.5.2 Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?		
Description	Number	Priority
<ul style="list-style-type: none"> • All exposed wiring junctions should be properly covered. • Missing covers should be replaced. 	R-16	H
Question: 1.5.3 Are electrical fixtures properly installed, properly protected, and free of damage?		
Description	Number	Priority
<ul style="list-style-type: none"> • The damaged receptacles should be inspected and replaced if necessary. The circuit should be de-energized and locked out until repairs are made. 	R-17	H
Section: 1.6 Chemicals and Chemical Storage		
Question: 1.6.1 Are employees familiar with the location and use of Safety Data Sheets?		
Description	Number	Priority

<ul style="list-style-type: none"> • A copy of the Safety Data Sheet (SDS) for all hazardous materials and/or cleaning products should be available in all areas where they are stored or used. • Assure all affected employees are familiar with the locations and contents of SDS to which they are exposed. • Safety Data Sheets (SDSs) should be reviewed/updated when obtaining new chemicals, discontinuing use of chemicals, and at least annually. 	R-18	H
Section: 1.7 Housekeeping and Storage Practices		
Question: 1.7.2 Are mechanical and electrical utility rooms free of inappropriate storage?		
Description	Number	Priority
<ul style="list-style-type: none"> • Mechanical, electrical, and communications/server rooms should not be used for storage of combustible and/or conductive materials and/or chemicals. All stored items should be removed. • If items are stored in these rooms, they should not be combustible and/or conductive and the quantity of items should be limited to maintain clear access to mechanical, electrical, and communications/server equipment. • Consideration should be given to placing signage in front of or on equipment and panels requiring a 36-inch radius around the equipment. This area and access to it should be kept clear and free of storage at all times. 	R-22	H
Section: 1.8 General Conditions – Other		
Question: 1.8.1 Are other general conditions free of apparent hazards or concerns?		
Description	Number	Priority
<ul style="list-style-type: none"> • Consideration should be given to terminating the lease with the third party as soon as possible. 	R-25	I

1. GENERAL CONDITIONS INSPECTION

Hazard Type

- 1 - Egress Issue
- 2 - Injury Hazard
- 3 - Property Loss
- 4 - Regulatory or Legal Issue
- 5 - Accepted Best Practices

Hazard Scope

- A - Facilities/Planning
- B - Custodial or Maintenance
- C - Policy and/or Procedures
- D - Employee Practices

Hazard Urgency

- I - Immediate
- H - High
- M - Medium
- L - Low
- O - Ongoing/Preventative

Capital

- C - Capital
- N - Non-Capital

1.1 Exterior Areas		Yes	No	Priority	Findings
1.1.1	Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?		X	4,5,A,C,H,N	R-01
1.1.2	Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?		X	2,5,A,L,N	R-02
1.2 Building Conditions		Yes	No	Priority	Findings
1.2.1	Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?		X	2,5,A,B,M,N 2,3,5,A,B,M,N 1,2,5,A,B,M,N 2,3,4,A,B,H,N	R-03 R-04 R-05 R-06
1.2.2	Do building structures and finish materials appear to be in good condition and free of visible deterioration?		X	3,A,H,C	R-07
1.2.3	Are floors and floor coverings of an appropriate type and condition?		X	1,2,A,B,M,N	R-08
1.3 Doors, Exits, and Means of Egress		Yes	No	Priority	Findings
1.3.1	Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?		X	1,2,5,A,B,H,N 1,2,4,5,A,B,C,H,N	R-09 R-10
1.3.2	Is the site emergency evacuation map posted near all classroom and/or office doors?		X	1,4,5,A,C,M,N	R-11
1.4 Emergency Action Equipment & Systems		Yes	No	Priority	Findings

1.4.1	Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?		X	3,4,B,C,L,N	R-12
1.5 Mechanical and Utility Systems		Yes	No	Priority	Findings
1.5.1	Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?		X	2,3,5,A,B,M,N 2,3,4,5,A,B,H,N 2,3,4,5,A,B,C,H,N	R-13 R-14 R-15
1.5.2	Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?		X	2,3,4,A,B,H,N	R-16
1.5.3	Are electrical fixtures properly installed, properly protected, and free of damage?		X	2,3,4,A,B,C,H,N	R-17
1.6 Chemicals and Chemical Storage		Yes	No	Priority	Findings
1.6.1	Are employees familiar with the location and use of Safety Data Sheets?		X	2,4,5,B,C,H,N	R-18
1.7 Housekeeping and Storage Practices		Yes	No	Priority	Findings
1.7.1	Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?		X	1,2,5,A,B,M,N 2,3,5,A,B,M,N 2,5,A,B,M,N	R-19 R-20 R-21
1.7.2	Are mechanical and electrical utility rooms free of inappropriate storage?		X	2,3,5,A,B,C,H,N	R-22
1.7.3	Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?		X	1,2,5,A,B,M,N	R-23
1.8 General Conditions – Other		Yes	No	Priority	Findings
1.8.1	Are other general conditions free of apparent hazards or concerns?		X	3,5,A,B,C,M,N 2,4,5,A,C,I,N	R-24 R-25

1. GENERAL CONDITIONS INSPECTION FINDINGS

1.1 Exterior Areas

1.1.1 Are exterior premises equipped with appropriate signage that provides warnings, facility use restrictions, and other relevant information?

Finding Number: R-01

Priority: High

Observations:

- The location of the administrative offices was not apparent when approaching from certain directions.
- There was no signage identifying the main office or visitor reception area.
- This can result in visitors wandering around the campus searching for the administrative offices.
- Lack of directional & identifying signage can result in visitors or intruders wandering the campus, looking for open doors.
- There was no posted directional signage for visitors to follow from parking areas.



Recommendations:

- Signs should be installed to immediately direct visitors to, and identify, visitor reception area.
- To improve safety & security of the facility, consideration should be given to implementing security features that physically channel all visitors to the main entry & reception area - without deviation.

Standards:

- FEMA BIPS 07-Primer To Design Safe School Projects (Section 3.4) Clearly worded and placed signage should direct visitors to the main office or designated visitor reception areas where they can be screened, using uniform visitor screening procedures, to ensure that they have legitimate business on campus.
- FEMA BIPS 07-Primer To Design Safe School Projects (Section 2.38) The main entrance should be clearly identified by signage.

1.1.2 Are parking areas paved, striped, and signed as appropriate, and free of vehicles parked in unauthorized locations?

Finding Number: R-02

Priority: Low

Observations:

- Parking stall stripes and painted ground level signage was either not provided and/or faded in all parking areas.
- This condition can result in damage to vehicles from improper parking and parking in unauthorized locations.



Recommendations:

- Parking stall stripes and painted ground level signage should be provided to all parking areas.
- Consideration should be given to installing signposts with weather resistant signs to designate specific parking areas.

Standards:

- Best Risk Control Practices- Maintain parking lot striping and/or signage to avoid damage to vehicles from improper parking and parking in unauthorized locations.
- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
(a) Each employer --
(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
(2) shall comply with occupational safety and health standards promulgated under this Act.
(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

1.2 Building Conditions

1.2.1 Does interior and exterior lighting appear to be adequate, and are lighting fixtures in good condition?

Finding Number: R-03

Priority: Medium

Observations:

- One or more overhead fluorescent light fixtures were missing covers.



Recommendations:

- Light covers should be replaced.
- If diffusers/covers cannot be replaced, fluorescent clear tubes can be used. This prevents any broken glass getting into a person's eyes.

Standards:

- IPMC, Mechanical and Electrical Requirements -Section 605.1 - Electrical Equipment All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
- OSHA, 29 CFR, Part 1910, Subpart S -- Electrical Section 1910.303(g)(2)(ii) In locations where electric equipment is likely to be exposed to physical damage, enclosures or guards shall be so arranged and of such strength as to prevent such damage.
- OSHA issues two educational resources on protecting workers from mercury exposure in fluorescent bulbs.

Fluorescent bulbs can release mercury and may expose workers when they are broken accidentally or crushed as part of the routine disposal or recycling process. Depending on the duration and level of exposure, mercury can cause nervous system disorders such as tremors, kidney problems, and damage to unborn children.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit [http: www.osha.gov](http://www.osha.gov).

- 29 CFR 1910, Subpart S - Electrical - 305(a)(2)(ix) All lamps for general illumination shall be protected from accidental contact or breakage by a suitable fixture or lamp holder with a guard.

Finding Number: R-04

Priority: Medium

Observations:

- Some light bulbs did not have proper protective covers.



**Recommendations:**

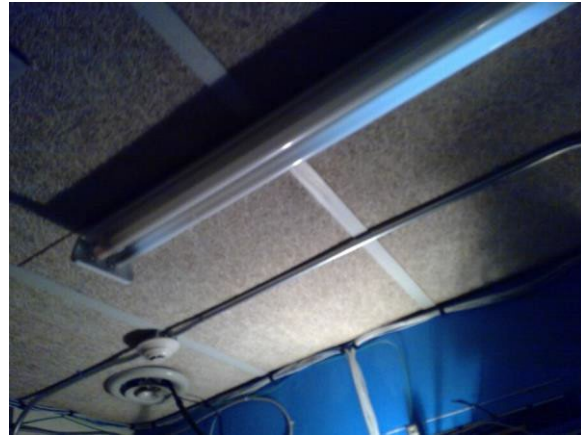
- All light bulbs located in areas where damage from collision is possible, should be fitted with protective wire cages and/or covers.

Standards:

- OSHA, 29 CFR, Part 1910, Subpart S -- Electrical Section 1910.303(g)(2)(ii) In locations where electric equipment is likely to be exposed to physical damage, enclosures or guards shall be so arranged and of such strength as to prevent such damage.
- IPMC, Section 605 - Electrical Equipment - 605.1 Installation. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner.
- OSHA issues two educational resources on protecting workers from mercury exposure in fluorescent bulbs.
Fluorescent bulbs can release mercury and may expose workers when they are broken accidentally or crushed as part of the routine disposal or recycling process. Depending on the duration and level of exposure, mercury can cause nervous system disorders such as tremors, kidney problems, and damage to unborn children.
Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit [http: www.osha.gov](http://www.osha.gov).
- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
(a) Each employer --
(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
(2) shall comply with occupational safety and health standards promulgated under this Act.
(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

Finding Number: R-05**Priority: Medium****Observations:**

- The illumination in some areas was dim due to burned out light bulbs.

**Recommendations:**

- The burned out light bulbs should be replaced.

Standards:

- NMAC Statewide Adequacy Standards 6.27.30.12 C(1)(2) - Classroom Lighting
 - (1) Each general and specialty classroom shall have a light system capable of maintaining at least 50 foot-candles of well-distributed light. Provide appropriate task lighting in specialty classrooms where enhanced visibility is required.
 - (2) The light level shall be measured at a work surface located in the approximate center of the classroom, between clean light fixtures.

Finding Number: R-06**Priority: High****Observations:**

- One or more overhead lighting fixtures with exposed internal wiring were observed.
- The exposed wiring poses electric shock and fire hazards.

**Recommendations:**

- Faceplates on electrical light fixtures, appliances and equipment should be kept in place.
- If repair cannot be completed or is interrupted, electric component faceplates should be replaced to prevent accidental or unauthorized contact with electric wires.
- In addition, the energy sources should be locked and tagged out at the circuit breakers or disconnect boxes.

Standards:

- IPMC, Section 604 - Electrical Facilities-Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.
- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
 - (a) Each employer --
 - (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
 - (2) shall comply with occupational safety and health standards promulgated under this Act.
 - (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

1.2.2 Do building structures and finish materials appear to be in good condition and free of visible deterioration?

Finding Number: R-07

Priority: High

Observations:

- *There were extensive exterior and interior wall cracks throughout the entire building.*
- Fractures/cracks in some walls may indicate structural damage.



Recommendations:

- A structural or civil engineer should inspect the building to determine the extent of the damage, assess any risks related to continued use of the building, recommend corrective action, and recommend necessary measures to prevent future damage.

Standards:

- NMAC Statewide Adequacy Standards 6.27.30.8 General Requirements. These standards are not intended to supersede or omit, compliance with applicable building and fire code or any other code, regulation, law or standard that has been adopted by state agencies. A. Building condition. A school facility must be safe and capable of being maintained.(1)Structural. A school facility must be structurally sound. A school facility shall be considered structurally sound and safe if the building presents no imminent danger or major visible signs of decay or distress.

1.2.3 Are floors and floor coverings of an appropriate type and condition?

Finding Number: R-08

Priority: Medium

Observations:

- Some of the floor tiles and/or linoleum were damaged.
- The damaged flooring presents slip/trip/fall hazards.
- Some of the damaged floor tiles or their adhesive may contain asbestos, which could present an asbestos exposure hazard.



Recommendations:

- The site Asbestos Management Plan should be reviewed to determine if the flooring contains asbestos.
- Damaged flooring containing asbestos should be abated in accordance with AHERA requirements.
- Missing and damaged floor tiles and/or linoleum should be repaired and/or replaced to reduce trip/fall hazards.

Standards:

- OSHA 29 CFR 1910.22(d) Inspection, maintenance, and repair. The employer must ensure: 1910.22(d)(1) Walking-working surfaces are inspected, regularly and as necessary, and maintained in a safe condition.
- NMAC Statewide Adequacy Standards 6.27.30.8 A,(4)(b)(c)-General Requirements. These standards are not intended to supersede or omit, compliance with applicable building and fire code or any other code, regulation, law or standard that has been adopted by state agencies. A. Building condition. A school facility must be safe and capable of being maintained.(4)Interior finishes. An interior finish is safe and capable of being maintained if it is: (b)free of friable asbestos; and (c)capable of continuing in its intended use, with normal maintenance and repair.

1.3 Doors, Exits, and Means of Egress

1.3.1 Are exits and exit paths unobstructed and regularly inspected, and are doors free of inappropriate locks?

Finding Number: R-09

Priority: High

Observations:

- Combustible materials were stored near exits and/or in exit paths.



Recommendations:

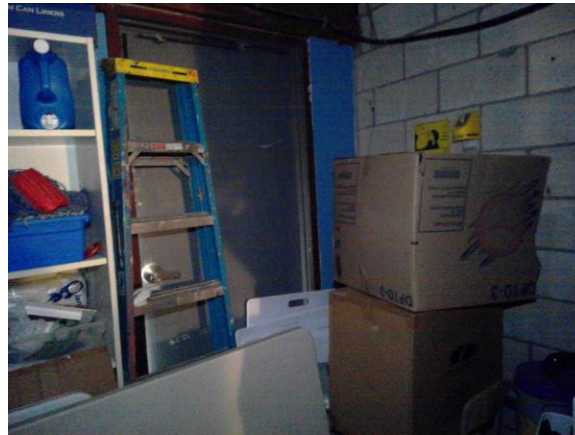
- Combustible materials should be stored away from exits and exit paths.

Standards:

- OSHA 29 CFR 1910 Subpart E - Exit Routes and Emergency Planning - 1910.37(a)(2) Exit routes must be arranged so that employees will not have to travel toward a high hazard area, unless the path of travel is effectively shielded from the high hazard area by suitable partitions or other physical barriers.

Finding Number: R-10**Priority: High****Observations:**

- One or more exit aisles, doors, and/or pathways and ramps were obstructed.
- These obstructions may prevent quick and safe egress in an emergency.

**Recommendations:**

- Obstructions should be removed.
- A minimum clearance equal to the width of the door and six feet deep must be maintained on both sides of an exit.
- An access route to this clear space must be maintained at all times.

Standards:

- OSHA 29 CFR 1910 Subpart E - Exit Routes and Emergency Planning 1910.36(g)(2) An exit access must be at least 28 inches wide at all points. Where there is only one exit access leading to an exit or exit discharge, the width of the exit and exit discharge must be at least equal to the width of the exit access.
- OSHA, 29 CFR, Part 1910, Subpart E -Exit Routes, Emergency Action Plans, and Fire Prevention Plans Section 1910.36(g)(4) Objects that project into the exit route must not reduce the width of the exit route to less than the minimum width requirements for exit routes.

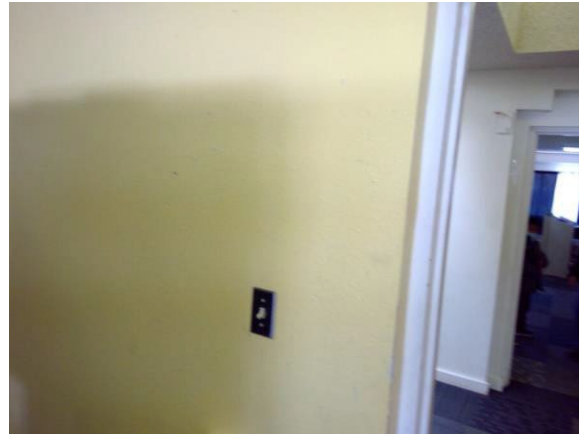
1.3.2 Is the site emergency evacuation map posted near all classroom and/or office doors?

Finding Number: R-11

Priority: Medium

Observations:

- Emergency evacuation maps were not posted near exits of all rooms.



Recommendations:

- Evacuation maps depicting the "You Are Here" location and the primary and secondary (if applicable) evacuation routes should be posted throughout the facility.
- Consideration should be given to including the location of fire extinguishers, fire alarm pull stations, emergency shutoff switches, and other emergency equipment and areas on each map.

Standards:

- OSHA, 29 CFR, Part 1910, Subpart E -Exit Routes, Emergency Action Plans, Section Subpart E Appendix 1910.38.1 - The use of floor plans or workplace maps which clearly show the emergency escape routes should be included in the emergency action plan. Color coding will aid employees in determining their route assignments.
- IFC 2012 - 404.3.2.4 Fire Safety Plans: Floor plans identifying the locations of the following:
 - 4.1 Exits.
 - 4.2 Primary evacuation routes.
 - 4.3 Secondary evacuation routes.
 - 4.4 Accessible egress routes.
 - 4.5 Areas of refuge.
 - 4.6 Exterior areas for assisted rescue.
 - 4.7 Manual fire alarm boxes.
 - 4.8 Portable fire extinguishers.
 - 4.9 Occupant-use hose stations.
 - 4.10 Fire alarm annunciators and controls.
- 29 CFR 1910, Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans 1910.38(b) Written and oral emergency action plans. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. However, an employer with 10 or fewer employees may communicate the plan orally to employees.

1.4 Emergency Action Equipment & Systems

1.4.1 Are the appropriate types of fire extinguishers properly installed, unobstructed, inspected on a monthly and annual basis, and equipped with service tags?

Finding Number: R-12

Priority: Low

Observations:

- Monthly fire extinguisher inspections are not being conducted or are being conducted but not documented on the extinguisher tag.



Recommendations:

- The fire extinguishers should be inspected on a monthly basis to ensure they are properly mounted, the seals and pull pins are still intact, and the units are fully charged and ready for use.
- The monthly inspection should be documented with the inspector's initials on the back of the annual inspection tag.

Locations:

- Throughout Site

Standards:

- OSHA, 29 CFR, Part 1910, Subpart L -- Fire Protection Section 1910.157(e),(1) Portable Fire Extinguishers:
The employer shall be responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace. Fire extinguishers should be inspected every month. The fire extinguishers should be inspected on a monthly basis to ensure that:
 - they are properly wall mounted;
 - the seals and pull pins are still intact;
 - and the units are fully charged and ready for use.
- OSHA, 29 CFR, Part 1910, Subpart L -- Fire Protection Section 1910.157(e)(3) The employer shall assure that portable fire extinguishers are subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The employer shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less. The record shall be available to the Assistant Secretary upon request.

1.5 Mechanical and Utility Systems

1.5.1 Are electrical panels and utility shutoff switches and valves unobstructed, properly labeled or identified, and protected from tampering; and do visible system components appear to be in good condition?

Finding Number: R-13

Priority: Medium

Observations:

- The boxes were not locked to prevent unauthorized access.



Recommendations:

- All exterior utility controls should be covered and locked, or otherwise controlled, to prevent unauthorized access.
- All exposed exterior controls and electric components should be rated for exterior use and should be housed within weatherproof cabinets or boxes.

Standards:

- OSHA 29 CFR 1910, Subpart S - Electrical 1910.305(e)(2) Switches, circuit breakers, and switchboards installed in wet locations shall be enclosed in weatherproof enclosures.
- OSHA 29 CFR 1910, Subpart S - Electrical 1910.303(h)(2)(v)(D) Where nonmetallic or metal-enclosed equipment is accessible to the general public and the bottom of the enclosure is less than 2.44 m (8.0 ft) above the floor or grade level, the enclosure door or hinged cover shall be kept locked; and 1910.303(h)(2)(v)(E) Except for underground box covers that weigh over 45.4 kg (100 lb), doors and covers of enclosures used solely as pull boxes, splice boxes, or junction boxes shall be locked, bolted, or screwed on.

Finding Number: R-14**Priority: High****Observations:**

- Open slots were left in unused panelboard cabinet breaker holders.
- This condition exposes personnel to an increased risk of electric shock.

**Recommendations:**

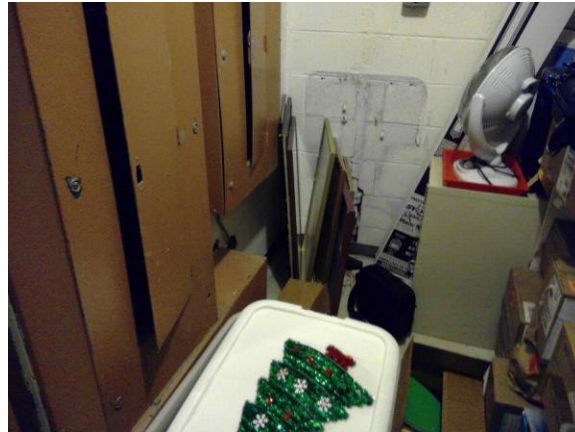
- Unused or removed circuit breaker holders should be covered with protective plates, blanks, or non-functional switches to ensure exposed wiring is properly enclosed.

Standards:

- OSHA 29 CFR 1910, Subpart S - Electrical - 1910.305(b)(1)(ii) Unused openings in cabinets, boxes, and fittings shall be effectively closed.
- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
 - (a) Each employer --
 - (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
 - (2) shall comply with occupational safety and health standards promulgated under this Act.
 - (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

Finding Number: R-15**Priority: High****Observations:**

- Electric panelboards and switchboards were obstructed with stored materials and/or furnishings.
- Obscuring and obstructing electric panelboard cabinets and/or switchboards delays or prevents access in an emergency.

**Recommendations:**

- All stored materials and/or furnishings around and over electric panelboard cabinets and/or switchboards should be removed to ensure their locations are clearly visible.
- A clearance of 36 inches should be maintained horizontally around electric panelboard cabinets and/or switchboards.
- The area between the floor to a height of 30 inches above electric panelboard cabinets and/or switchboards should be kept clear of obstructions.

Standards:

- OSHA 29 CFR 1910, Subpart S - Electrical - 1910.303(b)(1) Examination. Electric equipment shall be free from recognized hazards that are likely to cause death or serious physical harm to employees.
- OSHA 29 CFR 1910, Subpart S - Electrical - 1910.303(g)(1)(ii) Working space required by this standard may not be used for storage.
- OSHA 29 CFR 1910, Subpart S - 1910.303(g)(1)(vii) Switchboards, panelboards, and distribution boards installed for the control of light and power circuits, and motor control centers shall be located in dedicated spaces and protected from damage.
 - (A) For indoor installation, the dedicated space shall comply with the following:
 - (1) The space equal to the width and depth of the equipment and extending from the floor to a height of 1.83 m (6.0 ft) above the equipment or to the structural ceiling, whichever is lower, shall be dedicated to the electrical installation. Unless isolated from equipment by height or physical enclosures or covers that will afford adequate mechanical protection from vehicular traffic or accidental contact by unauthorized personnel or that complies with paragraph (g)(1)(vii)(A)(2) of this section, piping, ducts, or equipment foreign to the electrical installation may not be located in this area;
 - (2) The space equal to the width and depth of the equipment shall be kept clear of foreign systems unless protection is provided to avoid damage from condensation, leaks, or breaks in such foreign systems. This area shall extend from the top of the electric equipment to the structural ceiling.
- OSHA 29 CFR 1910, Subpart S - Electrical - 1910.303(h)(3) Work space about equipment. Sufficient space shall be provided and maintained about electric equipment to permit ready and safe operation and maintenance of such equipment. Where energized parts are exposed, the minimum clear work space may not be less than 1.98 m (6.5 ft) high (measured vertically from the floor or platform) or less than 914 mm (3.0 ft) wide (measured parallel to the equipment). The depth shall be as required in paragraph (h)(5)(i) of this section. In all cases, the work space shall be adequate to permit at least a 90-degree opening of doors or hinged panels.

- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
 - (a) Each employer --
 - (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
 - (2) shall comply with occupational safety and health standards promulgated under this Act.
 - (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

1.5.2 Are electrical wiring systems in good condition; is live wiring properly capped and concealed; and is wiring free of damage or improper usage?

Finding Number: R-16

Priority: High

Observations:

- Electrical junction boxes were missing their covers.
- The exposed wiring poses electric shock and fire hazards.



Recommendations:

- All exposed wiring junctions should be properly covered.
- Missing covers should be replaced.

Standards:

- OSHA 29 CFR 1910, Subpart S - Electrical 1910.305(b)(2)(i) - All pull boxes, junction boxes, and fittings shall be provided with covers identified for the purpose. If metal covers are used, they shall be grounded. In completed installations, each outlet box shall have a cover, faceplate, or fixture canopy. Covers of outlet boxes having holes through which flexible cord pendants pass shall be provided with bushings designed for the purpose or shall have smooth, well-rounded surfaces on which the cords may bear.
- OSHA 29 CFR 1910 Subpart S - Electrical 1910.305(b)(1)(ii) Unused openings in cabinets, boxes, and fittings shall be effectively closed.

1.5.3 Are electrical fixtures properly installed, properly protected, and free of damage?

Finding Number: R-17

Priority: High

Observations:

- Some electric receptacles/switches were damaged and/or defective.
- The use of damaged electrical components increases the risk of injury and fire incidents.



Recommendations:

- The damaged receptacles should be inspected and replaced if necessary. The circuit should be de-energized and locked out until repairs are made.

Standards:

- NEC 70 110.3 (B) Installation and Use. Listed or labeled equipment shall be installed and used in accordance with any instructions included in the listing or labeling.
- IPMC, Chapter 6: Mechanical and Electrical Requirements: Electrical Facilities 604.3 Electrical system hazards. Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure by reason of inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected to eliminate the hazard.

1.6 Chemicals and Chemical Storage

1.6.1 Are employees familiar with the location and use of Safety Data Sheets?

Finding Number: R-18

Priority: High

Observations:

- The Safety Data Sheets (SDSs) were not available at the time of inspection.



Recommendations:

- A copy of the Safety Data Sheet (SDS) for all hazardous materials and/or cleaning products should be available in all areas where they are stored or used.
- Assure all affected employees are familiar with the locations and contents of SDS to which they are exposed.
- Safety Data Sheets (SDSs) should be reviewed/updated when obtaining new chemicals, discontinuing use of chemicals, and at least annually.

Standards:

- The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user-friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.
The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s).
Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., fire fighting). This information should be helpful to those that need to get the information quickly. Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
 - (a) Each employer --
 - (1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
 - (2) shall comply with occupational safety and health standards promulgated under this Act.
 - (b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

1.7 Housekeeping and Storage Practices

1.7.1 Are storage areas uncluttered with adequate aisles maintained, and is overhead storage secured with sufficient clearance to the ceiling or sprinkler heads?

Finding Number: R-19

Priority: Medium

Observations:

- Housekeeping should be improved in some places.
- Storage building behind school was not accessible by Head Learner however, she indicated the building was full of excess furniture and materials.



Recommendations:

- All areas should be cleaned and organized to reduce injury and property damage hazards.
- The area should be maintained in a neat and orderly manner, free from any condition that would create a fire or life hazard or a condition which would add to or contribute to the rapid spread of fire.

Standards:

- OSHA 29 CFR 1910, Subpart D - Walking-Working Surfaces - 1910.22(a)(1) All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
- OSHA 29 CFR 1910, Subpart Z - Toxic and Hazardous Substances - Appendix A - National Research Council recommended concerning chemical hygiene in laboratories - National Research Council's (NRC) 2011 edition of "Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards" 1910.1450 App A Section D. Chemical Hygiene Plan (CHP): The OSHA Laboratory standard defines a CHP as "a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace." (29 CFR 1910.1450(b)). The Laboratory Standard requires a CHP: "Where hazardous chemicals as defined by this standard are used in the workplace, the employer shall develop and carry out the provisions of a written Chemical Hygiene Plan." (29 CFR 1910.1450(e)(1)). The CHP is the foundation of the laboratory safety program and must be reviewed and updated, as needed, and at least on an annual basis to reflect changes in policies and personnel. A CHP should be facility specific and can assist in promoting a culture of safety to protect workers from exposure to hazardous materials.
 - (1) The Laboratory's CHP must be readily available to workers and capable of protecting workers from health hazards and minimizing exposure. Include the following topics in the CHP:
 - (a) Individual chemical hygiene responsibilities;
 - (b) Standard operating procedures;
 - (c) Personal protective equipment, engineering controls and apparel;
 - (d) Laboratory equipment;

- (e) Safety equipment;
- (f) Chemical management;
- (g) Housekeeping;
- (h) Emergency procedures for accidents and spills;
- (i) Chemical waste;
- (j) Training;
- (k) Safety rules and regulations;
- (l) Laboratory design and ventilation;
- (m) Exposure monitoring;
- (n) Compressed gas safety;
- (o) Medical consultation and examination.

It should be noted that the nature of laboratory work may necessitate addressing biological safety, radiation safety and security issues.

Finding Number: R-20

Priority: Medium

Observations:

- Stored items were stacked to the ceiling in some areas.
- Some of the items stored overhead were not secured.



Recommendations:

- Items should not be stacked to the ceiling; there should be 18 inches of clearance from sprinkler heads and 24 inches of clearance from the ceiling.
- Stored material should not create a hazard. It should be limited in height and piled, stacked, or racked in a manner designed to prevent it from tipping, falling, collapsing, rolling, or spreading.
- Racks, bins, planks, sleepers, bars, strips, blocks, and sheets should be used where necessary to make the storage arrangements stable.

Standards:

- OSHA 29 CFR 1910, Subpart N - Materials Handling and Storage - 1910.176(b) Secure storage. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse. 1910.176(c) Housekeeping. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- OSHA 29 CFR Subpart L 1910.159(c)(10) Sprinkler spacing. The employer shall assure that sprinklers are spaced to provide a maximum protection area per sprinkler, a minimum of interference to the discharge pattern by building or structural members or building contents and suitable sensitivity to possible fire hazards. The minimum vertical clearance between sprinklers and material below shall be 18 inches (45.7 cm).
- IFC 315.3.1 Ceiling Clearance - Storage shall be maintained 2 feet (24 inches) or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.

Finding Number: R-21**Priority: Medium****Observations:**

- Heavy books and binders were observed on shelves over office workstations.
- The unsecured items pose falling object hazards.

**Recommendations:**

- Shelf guards, bungee cords or some other type of device should be used to secure large and/or heavy items stored overhead in public assembly areas, offices and classrooms.
- If the items cannot be secured, they should be removed.

Standards:

- Best Risk Control Practices
- OSHA General Duty Clause SEC.5.Duties (a) Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employ
- 29 CFR 1910, Subpart N - Materials Handling and Storage

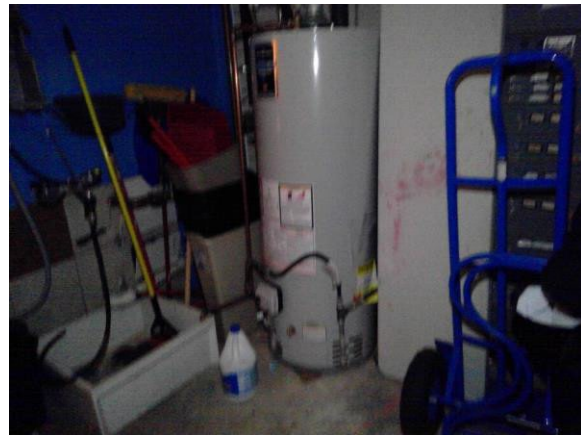
1.7.2 Are mechanical and electrical utility rooms free of inappropriate storage?

Finding Number: R-22

Priority: High

Observations:

- Combustible and/or conductive items and/or chemicals were stored near and/or under electrical panelboards.
- Idly stored items in these areas can obstruct access to electrical, mechanical, and communications/server equipment.
- Storage of combustible and/or conductive materials and/or chemicals near electrical panelboards can create fire and explosion hazards.



Recommendations:

- Mechanical, electrical, and communications/server rooms should not be used for storage of combustible and/or conductive materials and/or chemicals. All stored items should be removed.
- If items are stored in these rooms, they should not be combustible and/or conductive and the quantity of items should be limited to maintain clear access to mechanical, electrical, and communications/server equipment.
- Consideration should be given to placing signage in front of or on equipment and panels requiring a 36-inch radius around the equipment. This area and access to it should be kept clear and free of storage at all times.

Standards:

- IFC, Chapter 3 - Miscellaneous Combustible Materials Storage - 315.2 Storage in buildings. Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur. 315.2.3 Equipment rooms. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.

- OSHA 29 CFR 1910, Subpart S - Electrical - 1910.303(h)(3) Work space about equipment. Sufficient space shall be provided and maintained about electric equipment to permit ready and safe operation and maintenance of such equipment. Where energized parts are exposed, the minimum clear work space may not be less than 1.98 m (6.5 ft) high (measured vertically from the floor or platform) or less than 914 mm (3.0 ft) wide (measured parallel to the equipment). The depth shall be as required in paragraph (h)(5)(i) of this section. In all cases, the work space shall be adequate to permit at least a 90-degree opening of doors or hinged panels.
- Best Risk Control Practices

1.7.3 Is the premises free of the accumulation of trash, debris, or the unsafe storage of combustibles?

Finding Number: R-23

Priority: Medium

Observations:

- Miscellaneous items and debris were stored and/or rusting in the exterior yard area.
- This condition poses an attractive nuisance.
- These storage conditions pose falling object and trip/fall hazards.



Recommendations:

- These items should be cleaned up and removed on a sufficiently frequent basis to prevent excessive accumulation.
- Obsolete and unneeded items should be discarded. Those items kept for recycling or scrap value should be organized, stacked, and/or stored in a safe and orderly manner.
- Consideration should be given to providing a barrier, such as chain-link fencing, around the exterior storage areas to prevent unauthorized access.

Standards:

- IPMC, Chapter 3: General Requirements: Exterior Property Areas: 302.1 Sanitation. All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
- Best Risk Control Practices

1.8 General Conditions – Other

1.8.1 Are other general conditions free of apparent hazards or concerns?

Finding Number: R-24

Priority: Medium

Observations:

- Idle pallets were stacked next to the building.
- This practice poses fire and attractive nuisance hazards.



Recommendations:

- Idle pallets and other combustible materials should be stored at least 30 feet from any building to reduce attractive nuisances and fire hazards.
- Discarded items should be removed from the premises at sufficient intervals to prevent excessive accumulation.

Standards:

- OSHA General Duty Clause SEC.5.Duties (a) Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.
- 29 CFR 1910, Subpart N - Materials Handling and Storage - Storage shall not create a hazard. Bags, containers, bundles, etc., used to store shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.
- Best Risk Control Practices

Finding Number: R-25**Priority: Immediate****Observations:**

- A third party contractor is leasing space in a building on campus.
- This condition poses injury hazards and may compromise site security due to lack of awareness of who may or may not be accessing the campus.

**Recommendations:**

- Consideration should be given to terminating the lease with the third party as soon as possible.

Standards:

- NMAC Statewide Adequacy Standards 6.27.30.10 D - Security (1) All schools shall have safe and secure site fencing or other barriers with accommodations for safe passage through openings to protect students from the hazards of traffic, railroad tracks, steep slopes, animal nuisance, and to discourage unauthorized access to the campus.

2. CLASSROOM AND OFFICE INSPECTION

Hazard Type

- 1 - Egress Issue
- 2 - Injury Hazard
- 3 - Property Loss
- 4 - Regulatory or Legal Issue
- 5 - Accepted Best Practices

Hazard Scope

- A - Facilities/Planning
- B - Custodial or Maintenance
- C - Policy and/or Procedures
- D - Employee Practices

Hazard Urgency

- I - Immediate
- H - High
- M - Medium
- L - Low
- O - Ongoing/Preventative

Capital

- C - Capital
- N - Non-Capital

2.1 Classroom and Office Section		Yes	No	Priority	Findings
2.1.1	Are classroom decorations displayed in a safe and acceptable manner?		X	2,3,5,A,C,L,N	R-26
2.1.2	Is furniture installed and oriented in a safe and secure manner and free of apparent hazards?		X	2,5,A,B,M,N	R-27
2.1.3	Are classrooms and offices otherwise free of apparent hazards or concerns?		X	2,5,C,D,M,N	R-28

2. CLASSROOM AND OFFICE INSPECTION FINDINGS

2.1 Classroom and Office Section

2.1.1 Are classroom decorations displayed in a safe and acceptable manner?

Finding Number: R-26

Priority: Low

Observations:

- Drapes, hangings, curtains, drops, and/or other decorative materials were not properly labeled with information regarding flame-retardant treatment.



Recommendations:

- All drapes, hangings, curtains, drops, and other decorative material should be made from an inherently flame retardant material or treated and maintained in a flame retardant condition by means of a solution or process approved by the State Fire Marshal.
- The curtains should be re-treated as needed in accordance with the recommendations of the fabric manufacturer or the applicant of the fire-retardant solution or process. Curtains should also be re-treated whenever they are cleaned.

Standards:

- NFPA 101 10.3.1* Where required by the applicable provisions of this Code, draperies, curtains, and other similar loosely hanging furnishings and decorations shall meet the flame propagation performance criteria contained in Test Method 1 or Test Method 2, as appropriate, of NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- NFPA 101 10.3.5* Furnishings or decorations of an explosive or highly flammable character shall not be used.
- General Duty Clause: OSH Act of 1970 SEC. 5.
Duties
(a) Each employer --
(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;
(2) shall comply with occupational safety and health standards promulgated under this Act.
(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

2.1.2 Is furniture installed and oriented in a safe and secure manner and free of apparent hazards?

Finding Number: R-27

Priority: Medium

Observations:

- Damaged tables and/or countertops were observed.
- The damaged tables and/or countertops pose the risk of injury.



Recommendations:

- All broken and/or deteriorating tables and countertops should be repaired and/or replaced.
- If replaced, the tables/countertops should be labeled with securely fastened tags stating: "BROKEN - DO NOT USE."

Standards:

- Best Risk Control Practices
- 29 CFR 1910 OSHA General Duty Clause Section 5(a)(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.

2.1.3 Are classrooms and offices otherwise free of apparent hazards or concerns?

Finding Number: R-28

Priority: Medium

Observations:

- Captive animals were observed in one or more rooms.
- The presence of animals in classrooms poses numerous loss exposures. Examples include, but are not limited to: liability exposures from animal bites; transmission of animal-borne illnesses; penalties for possession of exotic or non-permitted animals; allegations of improper treatment of animals; and



injuries caused during container moving and/or cleaning operations.

- Certain animal dander can aggravate respiratory illnesses.
- Some reptiles are known to carry the salmonella bacteria.
- Some pet habitats are known to attract pests due to the presence of fecal matter and bedding and feeding materials. The Healthy Schools Act of 2000 requires that the District's Integrated Pest Management Plan addresses methods to reduce activities/conditions that attract pests.



Recommendations:

- The policy should specifically prohibit the presence of any venomous or vicious animal.
- The District's policy for Animals, Birds, Reptiles and/or Aquatic Specimen in Classrooms should specifically prohibit the presence of any venomous or vicious animal.
- If animals are permitted, the District should consider developing and enforcing a policy controlling pets on District sites. The policy should address:
 1. the types of animals permitted and prohibited;
 2. requiring personnel to apply for and be given permission for each animal;
 3. the number of animals permitted in any one classroom;
 4. the size of the animal permitted;
 5. guidelines on the treatment and safe handling of animals;
 6. permitted locations -- identification of specific rooms;
 7. housing containers/sanitary caging;
 8. assignment of responsibility for cleaning, feeding, and maintaining animals; and
 9. posting of appropriate warning and hygiene signage.

Standards:

- Best Risk Control Practices
- OSHA 29 CFR 1910, General Duty Clause 5(a)(1) - Each employer shall furnish each of its employees: employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees.

END OF DOCUMENT