

## POINTS OF INSPECTION

### 06-A1 School Grounds/Exterior Inspection:

- All buildings shall be in general good repair.
- Abide by engine idling time policies.
- No vehicles or gas powered equipment shall idle outside air intakes, entrances or exits where buses are loading and unloading.
- Eliminate carbon monoxide exposure pathways
- Vehicle use areas, including bus loading and unloading area and pedestrian walkways shall be clearly marked.
- No trip hazards shall be present on grounds.
- Grounds maintained clean and orderly with no litter.
- No evidence of standing water or drainage problems on the adjacent grounds that may contribute to water intrusion into the building or mosquito breeding.
- No evidence on the building of water damage or conditions that may cause water intrusion into the building.
- No contaminant sources near outside air intakes and air intakes shall be protected by screens, louvers, or other filtering devices.
- Gutters, downspouts, scuppers, and storm drains shall be properly connected and show no signs of obstruction.
- Walls and windows shall be intact with no signs of cracking, blistering, peeling paint, or mold.
- Roof of school shall be inspected by a qualified individual once a year and when deemed necessary.

### 06-A2 Playgrounds:

- Must be supervised.
- All equipment in good repair.
- Surfacing consistent with chart.
- Fall zones around slides, swings, and stationary equipment shall be free from obstructions and shall have the following dimensions:
  - Slides – height of platform plus 4 feet not required to exceed 14 feet.
  - Swings – twice the height of the swings (from the surfacing material to pivot point).
  - Stationary equipment - 6 feet in all directions.
- No openings between 3 ½ and 9 inches.
- No protruding bolts or separations that could cause entanglement of a portion or portions of the body, clothing, jewelry, or other items that may result in strangulation or dismemberment.

- Reports available of inspections done at playground.

#### **06-A3 Solid Waste Disposal:**

- Trash and recycling containers in good repair.
- Trash, recycling and compactor containers and surrounding areas shall be clean and located away from outdoor intakes.
- Refuse and recycling containers shall be equipped with lids and lids shall cover containers when not in use.
- Trash compactors shall show no evidence of attracting pests.

#### **06-A4 Outdoor Athletic Facilities:**

- Bleachers, folding and telescopic seating, and grandstands inspected at least once annually by a qualified person. Qualified means person familiar with the design, construction, installation, operation and maintenance.
- Athletic equipment shall be stored properly to prevent water collection and discourage rodent harborage.

#### **07-A All Indoor Environments:**

- 5 step/15 ft. walk-off mat at all entry points, if not enough room, as long as possible
- Doors properly installed/fit tightly in frame.
- No signs of moisture, water damage, suspected mold.
- No evidence of pests or food sources for pests. \*
- Furniture and toys cleanable, clean, good repair.
- No accumulation of chalk, marker dust, markers low or no volatile organic compound emitting.
- Portable banquet tables, cafeteria tables and other portable furniture items shall be stored in a manner that is inaccessible to students or shall be secured to the wall or floor when in an upright position to prevent injuries from tipping. These items shall be moved only by authorized personnel.
- Free standing or mobile shelving shall not post a hazard by tipping or falling, moved only by authorized personnel.
- TV's and heavy equipment secured or anchored to cart, wall or floor.
- Chemicals and cleaning products used in classrooms shall be inaccessible to all students with the exception of chemicals used during classroom instruction.
- MSDS available for chemicals and cleaning products not provided by the school.
- Walls shall have paint and plaster intact with no bowing or evidence of cracks or damage.
- Floors shall be sanitary and dry with no tripping hazards.
- Carpeting and vinyl cushion tufted textile shall be sanitary, dry and secure to the floor and not installed in areas prone to moisture accumulation, proximate to moisture surfaces,

or in area exposed to heavy foot traffic. These areas include building entrances, corridors outside of admin areas, locker rooms, restrooms, classrooms adjacent to sinks.

- Area rugs shall be sanitary and in good repair.
- Ceilings shall be present, intact, and sanitary with no water damage, stains, suspected mold or chipping and peeling paint.
- Window panes and frames clean, intact, and properly caulked and glazed.
- No persistent, unusual and objectionable odor shall originate in the building.
- No excessive noise in the building to create hearing hazards or disrupt classroom instruction.
- Box and stand fans shall be properly guarded, clean and equipped with electrical cords that are maintained in good repair.
- Radon testing recommended

**07-A Heating, Ventilation, Air Conditioning:**

- Have the thermostatic controls to operate the fan continuously during occupied periods.
- Not have any excessive noise, vibration or odor from any system component.
- Not have any suspected mold or debris on any system component.
- Have air filtration media in central air handling units and unit ventilators with a MERV Min Efficiency Rating Value of seven or greater.

**. 07-A Animals:**

- No excessive accumulation of animal waste in containers or cages.
- Animal containers or cages shall be equipped with properly fitting lids.
- Animal feed shall be tightly sealed and labeled containers separate from human food.
- Animals shall not be permitted to roam in the school building, except for therapy or assistance animals.
- Under the age of 5, no ferrets, reptiles, amphibians, chicks, ducklings or hatching eggs

**07-A Plumbing Fixtures:**

- Be in good repair.
- Drinking fountains shall crest a minimum of 1 inch above the mouth guard.

**07-A Lighting Levels:**

- Appendix A

### **07-B Halls and Stairways:**

- Stair treads and handrails shall be secure and in good repair.

### **08-A Science Rooms:**

- Science doors locked/teacher present.
- Master gas shut-off labeled and accessible by staff.
- No drinks/food.
- No mercury.
- No dust.
- PPE in good repair.
- Fume hoods in working order and used.
- Hand sinks.
- All chemicals labeled.
- MSDS available for all classroom chemicals.
- Chemical storage locked or inaccessible when not in use.
- Inventory list and disposal log.
- Group in compatible families.
- Acids and bases in separate cabinets.
- Nitric acid separate from all other acids.
- Flammable, combustible separate.
- Shelving supported, secured to wall or floor.
- No chemicals on appendix A list.
- No chemicals stored in fume hoods or on floors.
- Refrigerator holding chemicals must be UL approved – no food.
- Showers and eye wash work, unobstructed, within 10 seconds of workstations.
- Reports on file that they are tested monthly; continuous flow for 15 min, pressure ok.
- First aid kits and spill kits easily accessible.
- Disposal of chemicals shall have acid neutralization tank on premises, inspected annually to determine not flowing into sanitary sewer system. Schematic/drawing showing the location of the tank and determination of annual inspection on file.

### **08-B Art Rooms:**

- Locked when unoccupied/teacher present.
- Gas shut-off valve labeled and accessible.
- No food/drinks.
- No dry/powdered pigments or dry/powdered clays.
- No toxic paints/pigments.
- No materials containing heavy metals.
- No highly toxic solvents.

- No based inks or markers that are not ACMI approved.
- Solvents shall not be used in elementary rooms unless AP label.
  - Covered and capped and labeled in secondary classrooms.
- No excessive dust/sediment accumulation.
- PPE in good repair.
- Aerosol sprays used under local exhaust, using PPE, under staff supervision.
- Local exhaust used when using hazardous airborne contaminants.
- Local exhaust inspected annually; documentation of inspections and maintenance available.
- Kilns shall have local exhaust.
- Hand washing in close proximity.
- Eyewash information – eye was not required in elementary.
- First aid kits/spill kits supplied and accessible.

#### **08-C Industrial Arts:**

- Doors locked/teacher present.
- Gas shut-off valve and master electrical shut-off switch labeled and accessible.
- Aisles unobstructed.
- No trip, fall or tipping hazards.
- No use or storage of:
  - Dry or powdered pigments;
  - Dry or powdered clay;
  - Highly toxic pigments or paints;
  - Materials containing heavy metals;
  - Highly toxic solvents;
  - Solvent based inks that are not ACMI approved;
  - Western red cedar woods.
- Solvents labeled and used according to labeling.
- No excessive accumulation of dust, wood dust or sediment on any surfaces.
- Compressed air shall not be used for cleaning purposes.
- PPE in good repair and available.
- Aerosol used under local exhaust, PPE used under supervision.
- Local exhaust when using hazardous airborne contaminants.
- Welding shields or screens available in good repair.
- Equipment in good repair:
  - Guards on blades, belts operational, secure and in place when using;
  - Control switches, emergency shut-off switches accessible to any person;
  - Equipment shall not impede egress;
  - Tipping hazards shall be securely anchored;

- Electrical cords, extension cords; no fraying or damage;
- No use of ungrounded extension cords or use of extension cords for permanent equipment.
- First aid kit/spill kit supplied and accessible.
- Electrical switches and outlets in good repair.
- Eye wash documentation, 10 seconds from work stations, unobstructed.
- Hand washing.

**08-D Set and Stage:**

- Risers, platforms, guardrails in good repair and structurally intact.
- Stage curtains in good repair, clean, fire resistant.

**08-E Music Rooms:**

- Wind instruments that are shared shall be cleaned between each use; cleaning supplies readily available.

**08-F Family/Consumer Science:**

- First aid kits accessible.
- No mercury thermometers.
- All food off of floor, sealed containers, no evidence of pests.
- Appliances in good repair, thermometer in refrigerator.
- Sinks maintained.

**09-A Auditoriums/Student Dining Areas:**

- All risers, platforms, guardrails in good repair and structurally intact.
- Edge of stage clearly marked or elevated.
- Stage curtains in good repair, clean and fire resistant.
- Portable cafeteria tables, banquet tables, and portable furniture shall be stored from tipping.
- Cafeteria tables cleaned and sanitized between use.
- Floors cleaned after spills and after periods when food is served.

**09-B Library/Media Centers:**

- No accumulation of dust or mold on books or shelves.
- TV or other heavy equipment must be securely anchored to cart, wall or floor, moved by authorized personnel.
- Shelving shall be secured

**09-C Athletic Facilities:**

- All gym equipment and associated loose furnishings shall be safe, sanitary, and in good repair.
- Cleaning supplies shall be available for use under staff supervision.
- Bleachers, telescopic seating and grandstands inspected once annually.
- Indoor aquatic in compliance with 3701-31.

**09-D Locker Rooms:**

- Hot and cold running water shall be supplied to all faucets and showers that are operational.
- Restroom facilities sanitary, operable, properly supplied and in good repair.
- Sinks shall provide continuous flow of water for at least 10 seconds.
- Hand sinks properly stocked.
- Tempered water available at all sinks.
- Hand washing posters visible from all sinks.
- Toilet tissue available at each toilet.
- No evidence of sustained water condensation, water intrusion, water damage or suspected mold on any surface.
- Operational showers shall not be used for storage.
- Operational showers used by students shall have non-slip mats or non-slip surfacing in the vicinity of showers where wet floors may pose a slip hazard.

**09-E Weight Rooms:**

- Weightlifting equipment and benches in good repair and sanitary.
- Therapeutic whirlpools sanitary, equipped with operable exhaust fan.
- Cleaning supplies available for use under staff supervision.

**09-F Restrooms:**

- Hot and cold running water shall be supplied to all faucets and showers that are operational.
- Restroom facilities sanitary, operable, properly supplied and in good repair.
- Sinks shall provide continuous flow of water for at least 10 seconds.
- Hand sinks properly stocked.
- Tempered water available at all sinks.
- Hand washing posters visible from all sinks.
- Toilet tissue available at each toilet.
- No evidence of sustained water condensation, water intrusion, water damage or suspected mold on any surface.
- All plumbing fixtures shall be sanitary, operable, properly supplied and in good repair.
- Floors clean and dry.
- Adequate waste receptacles shall be conveniently located.

- Exhaust fans operable and continually operating while building is occupied.
- Diapering facilities sanitary and in good condition, elevated ones properly guarded to prevent falls.
- Hand washing easily accessible to toilet rooms and lunchrooms

**09-G Custodial Closets:**

- Closet inaccessible to unauthorized individuals.
- Existing exhaust fans operated continuously.
- All sinks equipped with back flow prevention devices.
- Chemicals labeled.
- MSDS readily accessible for all hazardous chemicals used or stored in closet.

**09-H Mechanical Rooms:**

- Doors locked.
- Annual boiler certificate on file.
- Flammable and combustible liquids stored in approved flammable storage cabinet.
- No storage of items that restrict routine maintenance or cleaning.

**09-I Attics, Mezzanines, Basements, Crawl Spaces:**

- No evidence of roof or plumbing leaks, or other sources of water on any surface in the attic, mezzanine, etc.
- No evidence of animal or insect nests, water or debris.

**09-J Water and Waste Water Treatment Systems:**

- If school owns, operates or manages the drinking water or waste water system, the school district shall be in compliance with EPA and ODH and provide documentation of compliance.

**09-K Health Care Area:**

- Toilet and sink adjacent to the area and not used by the general population.
- Cot and mattress with waterproof cover.
- Access to telephone.
- Locked storage for medications.
- Current first aid reference document.
- Sharps container.
- No mercury thermometer, sphygmomanometer non-mercury.



### **09-L/M Administrative Rules and Policies Needed at Time of Inspection:**

- Drawing of location of neutralization tank/documentation on annual inspection and maintenance records.
- MSDS for classroom and maintenance chemicals.
- Inventory/disposal log of chemicals.
- Fume hoods inspected annually and any maintenance records.
- Annual inspection certificates for bleacher seating, folding and telescopic seating, grandstands.
- Annual boiler certificate.
- Documentation of compliance with EPA and ODH for drinking water or waste water systems that the school owns, operates, or manages.
- Radon rule or policy and evidence that the school has been built radon resistant or tested in the last 5 years.
- Asbestos management plan. Evidence of inspection within last 3 years, evidence of periodic surveillance within past 6 months, and copy of written notice to the public referencing asbestos inspection and availability of asbestos management plan for review.
- School wide safety or crisis management plan which provides protocol for responding to any emergency events. Including immediate notification to fire and health department, in the event of any spill or release of a hazardous substance.
- Blood borne pathogens/medications.
- MSDS for every hazardous chemical used in or on grounds, located near chemical and in office or designated central area.
- Hand washing policy.
- No smoking signs posted.
- Integrated pest management plan; identification of pests and conditions that attract pests, prevention techniques.
- Have and implement a flushing protocol where lead pipes or lead lines storage wells are in use.
- Documentation/drawing of roof that indicates all roof top items including HVAC systems, exhaust vents noted with type and height of stack, roof drains.
- Copies of any playground inspections on file.

### **09-L/M Administrative Area:**

- All appliances clean and in good repair.
- Food properly stored to limit attraction of pests.
- Refrigerators for food only, no chemical storage or specimens.

## SCHOOL BUS IDLING

This policy applies to the operation of every district-owned and/or contracted school bus or vehicle.

The purpose of this policy is to eliminate all unnecessary idling by Columbia Local School District school buses and vehicles, such that idling time is minimized in all aspects of school district operations.

1. During weather when the warmth of a vehicle is not an issue, there will be no idling of any bus or vehicle in the school loading/unloading zone. The only exception will be a wheelchair special needs bus or vehicle to allow loading/unloading of students.

Drivers and Principals are subject to fines if these rules are not adhered to according to OAC 3301.

At the school bus compound, limit the idling time during early morning warm-up periods to what the manufacturer recommends (generally 3-5 minutes) except in cold weather conditions.

Warm-up idle time in warm weather should be done only during pre-trip and air build-up time.

2. In cold weather conditions, if the warmth of the bus or vehicle is an issue, idling is to be at the very minimum and occur outside of the school loading/unloading zone. The "warmed" bus or vehicle is to enter the school zone as close to pickup time as possible to maintain warmth and then shut off the engine.
3. Buses or vehicles should not idle while waiting for students during field trips, extracurricular activities, or other events where students are transported off of school grounds. During inclement weather, the driver's discretion should be used as to idling and student health. Safety is to be the upmost concern.
4. The Transportation Supervisor shall provide all school bus drivers with a copy of this policy at the beginning of every school year.

Legal Refs.: House Bill 203, Jared's Law  
OAC 3301.83.20(O)

Adopted: October 15, 2008

Columbia Schools, Columbia Station, Ohio