

3701-54-09 **Administrative and non-classroom inspection areas.**
Room: Stage & Cafeteria

Date _____ Inspected by: _____

(A) Inspection of the auditoriums and student dining areas shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) All risers, platforms, and guardrails shall be in good repair and shall be structurally intact;

Yes ___ No ___ NA ___ (2) The edge of the stage shall be clearly marked or elevated;

Yes ___ No ___ NA ___ (3) Stage curtains shall be in good repair, clean and fire resistant;

Yes ___ No ___ NA ___ (4) Portable cafeteria tables, banquet tables and other portable furniture shall be stored according to paragraph (A)(7) of rule 3701-54-07 of the Administrative Code;

*Paragraph (A)(7) - (7) Portable banquet tables, cafeteria tables and other portable furniture items, when not in a position intended for use, shall be stored in a manner that is inaccessible to students or shall be secured to the wall or floor to prevent injuries from tipping. Heavy furniture items shall be moved only by authorized personnel;

Yes ___ No ___ NA ___ (5) The cafeteria tables shall be cleaned and sanitized between each use; and

Yes ___ No ___ NA ___ (6) Floors shall be cleaned after spills and after periods when food is served.

Room: Media Center

Date _____ Inspected by: _____

(B) Inspection of the library/media centers shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) There shall be no accumulation of dust, suspected mold or other material on books or shelves;

Yes ___ No ___ NA ___ (2) Televisions and heavy equipment that may pose a hazard by tipping or falling shall be securely anchored to a cart, wall or floor and shall be moved only by authorized personnel; and

Yes ___ No ___ NA ___ (3) Shelving shall be secured according to paragraph (A)(9) of rule 3701-54-07 of the Administrative Code.

Room: Gymnasium & Pool

Date _____ Inspected by: _____

(C) Inspections of the indoor athletic facilities shall include the following:

Complies:

- Yes ___ No ___ NA ___ (1) All gym equipment and associated loose furnishings shall be safe, sanitary and in good repair;
- Yes ___ No ___ NA ___ (2) Cleaning supplies shall be readily available for use under staff supervision;
- Yes ___ No ___ NA ___ (3) Appropriate protective matting shall be provided; and
- Yes ___ No ___ NA ___ (4) The school shall have all bleachers, folding and telescopic seating, and grandstands inspected at least once annually by a qualified person. Qualified person as used in this paragraph means an individual familiar with the design, installation, operation and maintenance of folding and telescopic bleachers and grandstands. Documentation of annual inspections shall be available to the sanitarian at the time of the school inspection; and
- Yes ___ No ___ NA ___ (5) Indoor aquatic facilities shall be in compliance with the requirements in Chapter 3701-31 of the Administrative Code.

Room: Gymnasium, Pool, Fitness Center & Stadium Locker Rooms (11)

Date _____ Inspected by: _____

(D) Inspection of locker rooms shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) Hot and cold running water shall be supplied to all faucets and showers that are operational;
(2) Restroom facilities shall comply with the requirements for restrooms in paragraph (F) of this rule;

*Paragraph (F) of this rule (F) Inspection of restrooms shall include the following:

- Yes ___ No ___ NA ___ (1) All plumbing fixtures shall be sanitary, operable, properly supplied and in good repair;
- Yes ___ No ___ NA ___ (2) Sinks supplied by automatic or low-flow fixtures shall provide a continuous flow of water for at least ten seconds;
- Yes ___ No ___ NA ___ (3) Hand washing sinks shall be provided with hand cleaning liquid, powder, or bar soap and individual, disposable towels, continuous towel system that supplies the user with a clean towel or a heated-air hand drying device;
- Yes ___ No ___ NA ___ (4) Tempered water shall be available at all sinks;
- Yes ___ No ___ NA ___ (5) Hand-washing posters shall be posted and visible from all sinks;
- Yes ___ No ___ NA ___ (6) Toilet tissue shall be available at each toilet;
- Yes ___ No ___ NA ___ (7) Floors shall be clean and dry;
- Yes ___ No ___ NA ___ (8) Adequate waste receptacles shall be conveniently located;
- Yes ___ No ___ NA ___ (9) Exhaust fans shall be operable and continually operating while the building is occupied; and
- Yes ___ No ___ NA ___ (10) Diapering facilities shall be sanitary and in good condition. Elevated diapering facilities shall be properly guarded to prevent falls.
- Yes ___ No ___ NA ___ (3) There shall be no evidence of sustained water condensation, water damage, or water intrusion, including but not limited to suspected mold, on any surface;
- Yes ___ No ___ NA ___ (4) Operational showers shall not be used for storage; and
- Yes ___ No ___ NA ___ (5) 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.

Room: Fitness Center, Trainers Room & Stadium

Date _____ Inspected by: _____

(E) Inspection of training or weight lifting rooms shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) Weightlifting equipment and benches shall be sanitary and in good repair;

Yes ___ No ___ NA ___ (2) Therapeutic whirlpools shall be sanitary, in good repair and the area shall be equipped with an operable exhaust fan; and

Yes ___ No ___ NA ___ (3) Cleaning supplies shall be readily available for use under staff supervision.

Room: Restrooms Middle School (3), Lobby (2), High School (9) & Vo-Ag (2)

Date _____ Inspected by: _____

(F) Inspection of restrooms shall include the following:

Complies:

- Yes ___ No ___ NA ___ (1) All plumbing fixtures shall be sanitary, operable, properly supplied and in good repair;
- Yes ___ No ___ NA ___ (2) Sinks supplied by automatic or low-flow fixtures shall provide a continuous flow of water for at least ten seconds;
- Yes ___ No ___ NA ___ (3) Hand washing sinks shall be provided with hand cleaning liquid, powder, or bar soap and individual, disposable towels, continuous towel system that supplies the user with a clean towel or a heated-air hand drying device;
- Yes ___ No ___ NA ___ (4) Tempered water shall be available at all sinks;
- Yes ___ No ___ NA ___ (5) Hand-washing posters shall be posted and visible from all sinks;
- Yes ___ No ___ NA ___ (6) Toilet tissue shall be available at each toilet;
- Yes ___ No ___ NA ___ (7) Floors shall be clean and dry;
- Yes ___ No ___ NA ___ (8) Adequate waste receptacles shall be conveniently located;
- Yes ___ No ___ NA ___ (9) Exhaust fans shall be operable and continually operating while the building is occupied; and
- Yes ___ No ___ NA ___ (10) Diapering facilities shall be sanitary and in good condition. Elevated diapering facilities shall be properly guarded to prevent falls.

Room: Custodial Closets Middle School (1), Lobby (1) & High School (1)

Date _____ Inspected by: _____

(G) Inspection of custodial closets shall include the following:

Complies:

- Yes ___ No ___ NA ___ (1) The custodial closet shall be inaccessible to unauthorized individuals;
- Yes ___ No ___ NA ___ (2) Existing exhaust fans shall be operated continuously;
- Yes ___ No ___ NA ___ (3) All sinks shall be equipped with backflow prevention devices;
- Yes ___ No ___ NA ___ (4) All containers of chemicals shall be properly labeled; and
- Yes ___ No ___ NA ___ (5) Material safety data sheets (MSDSs) shall be readily accessible to staff for all hazardous chemicals used or stored in the custodial closet.

Room: Boiler Room

Date _____ Inspected by: _____

(H) Inspection of mechanical rooms shall include the following:

Complies:

- Yes ___ No ___ NA ___ (1) All doors to the mechanical room shall be locked;
Yes ___ No ___ NA ___ (2) Annual boiler inspection certificate shall be on file and available for inspection by the sanitarian;
Yes ___ No ___ NA ___ (3) All flammable or combustible liquids shall be stored in an approved flammable storage cabinet;
Yes ___ No ___ NA ___ (4) Floors shall be free of slip, trip and fall hazards; and
Yes ___ No ___ NA ___ (5) There shall be no storage of items that inhibit or restrict routine maintenance or cleaning.

Room: Attics, Basements & Crawl Spaces

Date _____ Inspected by: _____

(I) Inspection of attics, mezzanines, basements and crawl spaces shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) There shall be no evidence of roof or plumbing leaks or other sources of water on any surface in the attic, mezzanine, basement or crawl space; and

Yes ___ No ___ NA ___ (2) There shall be no animal or insect nests, waste or debris present in the attic, mezzanine, basement or crawl space.

Yes ___ No ___ NA ___ (J) Inspection of water and waste water treatment systems shall include the following:

Yes ___ No ___ NA ___ (1) If a school or school district owns, operates or manages the drinking water or waste water systems for a school building, the school or school district shall be in compliance with any applicable regulations of the Ohio environmental protection agency and the Ohio department of health and shall provide documentation of compliance to the sanitarian upon inspection.

Room: Nurses Area

Date _____ Inspected by: _____

(K) Inspection of the healthcare area shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) The areas used for student healthcare shall have:

Yes ___ No ___ NA ___ (a) A toilet and sink adjacent to the area and not used by the general student population;

Yes ___ No ___ NA ___ (b) A cot and mattress with waterproof cover;

Yes ___ No ___ NA ___ (c) Access to a telephone; and

Yes ___ No ___ NA ___ (d) Locked storage for medications as required by section 3313.713 of the Revised Code, except when other law allows for the carrying and self administration of medication by the student.

(2) The areas used for student healthcare shall have the following equipment and durable supplies:

Yes ___ No ___ NA ___ (a) A current first aid reference document;

Yes ___ No ___ NA ___ (b) A sharps container when sharps disposal is necessary; and

Yes ___ No ___ NA ___ (c) A non mercury containing thermometer. When sphygmomanometers are present they shall be non mercury containing.

Room: Break Rooms

Date _____ Inspected by: _____

(L) Inspection of the administrative areas shall include the following:

Complies:

Yes ___ No ___ NA ___ (1) All appliances used in a break room shall be clean and in good repair; and

Yes ___ No ___ NA ___ (2) All food in break rooms shall be properly stored to limit attraction of pests. Refrigerators in break rooms shall not be used for storage of chemicals or specimens.

Room: Offices

Date _____ Inspected by: _____

(M) School rules and protocols:

Complies:

Each school building administrator shall have available upon inspection, administrative rules or protocols regarding the following topics:

Yes ___ No ___ NA ___ (1) Dangerous or recalled products in accordance with paragraph (C) of rule 3701-54-05 of the Administrative Code;

*Paragraph (C) of rule 3701-54-05 of the Administrative Code - (C) The administrator of each school building shall appoint a school representative to inspect the school building, on at least a quarterly basis, for dangerous products and conditions listed on a transmittal form supplied by the board of health. The representative shall take appropriate action if a dangerous product or condition is found. If items on the transmittal form are found within the school building, their presence and the action(s) that will be or have been taken to remove or remediate the hazard, shall be documented on the transmittal form. The school shall document compliance with this rule by retaining completed transmittal forms in a central location for verification by inspectors from the board of health. The administrator of each school building shall be responsible for informing the board of health of the method by which they choose to receive quarterly transmittal form. The board of health shall transmit to the school, by this method, on a quarterly basis, a list of dangerous products or conditions that might be present in school buildings and associated grounds.

Yes ___ No ___ NA ___ (1) The administrator of each school building shall be responsible for assuring completion of the transmittal form. All items listed on the quarterly transmittal form of

dangerous conditions and products, found on school grounds or within the building, shall be abated, or controlled, immediately and within a period not to exceed thirty days of receipt of the transmittal form. If abatement is not immediately possible the hazard shall be sufficiently controlled to reduce the risk of illness or injury; and

Yes ___ No ___ NA ___ (2) Copies of the transmittal forms that have been received or completed since the last inspection shall be provided to the sanitarian at the time of each inspection.

Yes ___ No ___ NA ___ (2) Radon testing. The school shall have a radon rule or protocol and evidence that the school has been built radon resistant or has been tested for radon within the past five years;

Yes ___ No ___ NA ___ (3) Asbestos. The schools shall have an asbestos management plan which includes evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review;

Yes ___ No ___ NA ___ (4) School-wide safety or crisis management plan in accordance with section 3313.536 of the Revised Code which provides a protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators and that includes providing immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.

Yes ___ No ___ NA ___ (5) Blood borne pathogens guidance in accordance with Chapter 4167. of the Revised Code;

Yes ___ No ___ NA ___ (6) Medications in accordance with section 3313.713 of the Revised Code;

Yes ___ No ___ NA ___ (7) Comprehensive safety plan. Schools shall have a written plan addressing safety management accountabilities and strategies, safe work practices, accident analysis procedures, job safety analysis procedures, safety committees and employee involvement strategies, employee safety and health training, treatment of sick or injured workers, safety and health hazard audits, ergonomics, transportation safety, identification and control of physical hazards, substance abuse, school violence prevention, and personal protective equipment;

Yes ___ No ___ NA ___ (8) Chemical hygiene plan which means a written program developed and implemented by the school which sets forth procedures, equipment, personal protective equipment and work practices that are capable of protecting employees and students from the health hazards presented by hazardous chemicals used in the school;

Yes ___ No ___ NA ___ (9) Material safety data sheets. A MSDS for every hazardous chemical used in the school building or on school grounds for cleaning, maintenance or instruction shall be

available to staff in the areas where chemicals are used and in the school office or other appropriately designated central area of the building;

Yes ___ No ___ NA ___ (10) Hand washing protocol. Each school shall have a rule or protocol on hand washing which shall be implemented in each school.

Yes ___ No ___ NA ___ (11) No smoking signs posted in accordance with Chapter 3794. of the Revised Code.

Yes ___ No ___ NA ___ (12) Integrated pest management policy (IPM). Not later than June 30, 2008, schools shall adopt a written IPM policy that includes identification of pests and conditions that attract pests; prevention techniques such as sanitation, vacuuming, structural repair and sealing; monitoring; education and training; approved least toxic chemical use; and pre-notification of chemical use.

Yes ___ No ___ NA ___ (13) Schools shall have and implement a flushing protocol where lead pipes or lead-lined storage wells may be in use.

Effective: 09/27/2007

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