

**ANNUAL FACILITIES CHECKLIST  
HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS**

COUNTY: PASSAIC DOE STAFF: \_\_\_\_\_  
 DISTRICT: TOTOWA DISTRICT STAFF: PETER CAMPILANGO  
 BUILDING: MEMORIAL SCHOOL \_\_\_\_\_  
 \_\_\_\_\_ DATE: 10/16/2013

*This checklist covers regulations issued by NJDOE, NJDCA, NJUCC, OSHA. Emphasis is on the health and safety of your students and your staff even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may site. (This checklist must be completed annually). See "Facility Guidance and Instructions" for additional information.*

<b>100% COMPLIANCE</b>				
<b>CURRENT LICENSES AND CERTIFICATES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>VIOLATION LOCATION</b>
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location.	X			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	X			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	X			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			x	
5. Current boiler inspection certificate(s) posted at site of boiler	x			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	X			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.	x			
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]	x			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	x			
<b>EXITS/EXTERIOR</b>				
10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
11. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	x			
<b>INTERIOR</b>				
12. All electrical outlets; switches, receptacles and junction boxes; electric wires; fuses and/or circuit breaker panels; etc. are properly covered and/or secured and/or protected.	x			
13. Sufficient access and working space is provided and maintained around all electrical spaces. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment; i.e.: circuit breaker panels, fuse boxes, transformers.	x			
14. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	x			

<b>100% COMPLIANCE</b>				
<b>INTERIOR (Continued)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>VIOLATION LOCATION</b>
15. Doors on any occupied space are free of dead bolts or slide bolts and permit exiting without need of a key or special knowledge (i.e.: password or combination code).	x			
16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.	x			
17. Kindergarten and Pre-K toilet requirements are met.	x			
18. Temporary spaces have required approvals in place.	x			
19. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are NOT stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e.: in properly rated cabinets; NOT in boiler room/hazardous areas).	x			
<b>VOCATIONAL/LABORATORIES</b>				
20. Power machinery and equipment, as well as science labs, have appropriate safety features in place, including as applicable: a. Appropriate placement on the floor and required point of operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.			x	
21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	x			
22. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985.			x	
23. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For auto and or paint spraying operations (these should be on separate exhaust systems). d. For kilns used in art programs e. For dust generating operations, such as wood working (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system)			x	
<b>100% ITEMS TOTAL</b>	<b>19</b>	<b>0</b>	<b>4</b>	

<b>80% COMPLIANCE</b>				
<b>EXITS/EXTERIOR</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>VIOLATION LOCATION</b>
<b>24.</b> No evidence of major exterior building structural damage. Example(s) would include: <b>a.</b> Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. <b>b.</b> Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create drainage or soil erosion.	x			
<b>25.</b> All exterior receptacles are GFI protected in accordance with code.	x			
<b>26.</b> All school grounds, including general purpose play areas and athletic fields, are free of holes; glass; stumps, roots; rocks and other hazardous obstacles. Fences are maintained and are free of holes.	x			
<b>27.</b> Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular inspections.	x			
<b>INTERIOR</b>				
<b>28.</b> All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting.	x			
<b>29.</b> Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
<b>30.</b> Doors leading to interior courtyards are clearly marked: "Not an Exit"	x			
<b>31.</b> Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features which may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair	x			
<b>32.</b> Stage curtains are flame proof or flame retardant and certificates are on file.	x			
<b>33.</b> A communication system is installed in each classroom to allow for communication to the main office and/or local authorities.	x			
<b>34.</b> Electric outlets and/or wiring appear appropriate, including: <b>a.</b> GFI protection for receptacle(s) within 6 ft of water in accordance with code. <b>b.</b> Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s).	x			
<b>35.</b> A health unit (nurse's area) is provided according to code; secure storage is provided for medical records and medications, including refrigerated medications.	x			
<b>36.</b> Individual or central mechanical ventilation unit(s) are operating in all student and staff occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas.	x			

<b>80% COMPLIANCE</b>				
<b>INTERIOR (Continued)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>VIOLATION LOCATION</b>
37. Lighting levels in all areas, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection.	x			
38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.	x			
39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges.	x			
40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage.	x			
41. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off and capped.	x			
42. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping; and/or other hazards.	x			
43. Supplies and materials are appropriately stored, including: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. In general, there is no storage within 24 inches of a ceiling. In buildings with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors.	x			
44. Student lockers are usable; i.e.: doors, handles and locks are operable.	x			
45. Drinking fountains are provided with sufficient water pressure.	x			
46. Student toilet facilities are accessible at all times during occupancy of the building and bathroom fixtures are all operational; stall partitions are secured and doors are provided.	x			
47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	x			
48. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	x			
<b>VOCATIONAL/LABORATORIES</b>				
49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	x			
50. Required space is available for the safe operation of machinery	x			
51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			x	
52. Floor(s) and aisles in all shops are free of slipping and tripping hazards.	x			
53. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.	x			
54. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			x	

<b>80% COMPLIANCE</b>				
<b>VOCATIONAL/LABORATORIES (Continued)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>LOCATION OF VIOLATION</b>
55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			x	
56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			x	
<b>80% ITEMS TOTAL</b>	<b>29</b>	<b>0</b>	<b>4</b>	

<b>Categories:</b>	<b>100%</b>	<b>80%</b>	<b>Total</b>
<b>Maximum # of Questions:</b>	<b>23</b>	<b>33</b>	<b>56</b>

<b>100% COMPLIANCE</b>	<b>SCORES</b>	<b>NJQSAC FISCAL DPR [All items are in compliance in building(s)]</b>
<b># of NO responses</b>	<b>0</b>	<b>[ X ] COMPLIANT (No exceptions) [ ] NONCOMPLIANT (Exceptions)</b>

<b>80% COMPLIANCE</b>	<b>SCORES</b>	<b>NJQSAC DPR [At least 80% of items are in compliance in building(s)]</b>
<b>a. # of YES responses</b>	<b>29</b>	<b>[ X ] COMPLIANT      Line #a is <u>greater than</u> Line #d</b> <b>[ ] NONCOMPLIANT    Line #a is <u>less than</u> Line #d</b>
<b>b. # of NO responses</b>	<b>0</b>	
<b>c. Subtotal [(a)+(b)]</b>	<b>29</b>	
<b>d. Multiply [(c) x 80%]</b>	<b>23.2</b>	

<b>LEA SIGNATURES:</b>			
Peter Campilango	10/16/13	_____	Supervisor of Buildings and Grounds
<i>Completed by</i>		<i>Date</i>	<i>Title</i>
Dr. Vincent N. Varcadipane	10/16/13	_____	Superintendent of Schools
<i>Chief School Administrator</i>		<i>Date</i>	