

A. GENERAL PROCEDURES

Required
Recommended WAC or Other
Code Reference

A 001 S U <input type="checkbox"/> <input type="checkbox"/>	A health and safety pre-inspection interview shall be conducted with the school administrator for routine inspections. Procedures relating to health district inspections of schools shall be in compliance with the jointly agreed upon guidelines of the Department of Health (DOH) and the Office of Superintendent of Public Instruction (OSPI).	x	296-24-040
A 002 S U <input type="checkbox"/> <input type="checkbox"/>	General School Data: Review building age, type, square footage; names of key personnel on site; building floor and site plans as appropriate (e.g.: fire exit routes and/or directional maps which are often given to parents at "open-house" events.	x	OSPI and DOH recommendation
A 003 S U <input type="checkbox"/> <input type="checkbox"/>	Demographics: Review enrollment numbers, grade span, etc. (approximate numbers are sufficient).	x	OSPI and DOH recommendation
A 004 S U <input type="checkbox"/> <input type="checkbox"/>	Safety and Health Data: Review general and/or summarized health and safety information and reports which may be useful in assessing health or safety trends or problems within the school.	x	OSPI and DOH recommendation
A 005 S U <input type="checkbox"/> <input type="checkbox"/>	History: Review previous health agency reports, inspections, follow-ups and complaints (if any) and their disposition or other actions taken by the school in response.	x	OSPI and DOH recommendation
A 006 S U <input type="checkbox"/> <input type="checkbox"/>	Planning: Information related to planned future site improvements, additions, remodels, etc., should be shared with the health official prior to the inspection.	x	OSPI and DOH recommendation
A 007 S U <input type="checkbox"/> <input type="checkbox"/>	Recent inspection reports from other agencies may be reviewed by the health officer if provided by the school administrator.	x	296-24-020
A 008 S U <input type="checkbox"/> <input type="checkbox"/>	When building code requirements are questioned the local building official should be consulted.	x	RCW 19.27 UBC
A 009 S U <input type="checkbox"/> <input type="checkbox"/>	When fire code requirements are questioned the local fire marshal or fire chief should be consulted. If no local fire official is available then the district should consult the state fire marshal.	x	UFC RCW 19.27
A 010 S U <input type="checkbox"/> <input type="checkbox"/>	When daycare, pre-school, headstart or other similar programs are located in K-12 schools DOH day care regulations on safety and health should be consulted. DOH and some local health agencies have staff available to inspect these sites and respond to questions.	x	WAC 388-150

B. BUILDINGS

Required
Recommended WAC or Other
Code Reference

B 001 S U <input type="checkbox"/> <input type="checkbox"/>	Buildings shall be kept clean and in good repair.	<input type="checkbox"/>	x	246-366-050(1) 296-24-12003 (1)
B 002 S U <input type="checkbox"/> <input type="checkbox"/>	Ceilings in instructional areas shall have a minimum clear vertical distance of eight feet from finished floor to finished ceiling.	<input type="checkbox"/>	x	246-366-050(2)
B 003 S U <input type="checkbox"/> <input type="checkbox"/>	Any projections from the finished ceiling shall be not less than seven feet vertical distance from the finished floor; i.e., beams, lighting fixtures, sprinklers, pipe work.	<input type="checkbox"/>	x	246-366-050(2)
B 004 S U <input type="checkbox"/> <input type="checkbox"/>	Stairways and steps shall have handrails and non-slip treads in compliance with the applicable State Building Code (UBC).	<input type="checkbox"/>	x	246-366-050(3) 296-24-76501 UBC
B 005 S U <input type="checkbox"/> <input type="checkbox"/>	Floors shall have an easily cleanable surface. Carpet is acceptable in appropriate locations. Refer to the School Indoor Air Quality Best Management Practices Manual published by DOH.	<input type="checkbox"/>	x	246-366-050(4)
B 006 S U <input type="checkbox"/> <input type="checkbox"/>	All buildings and premises shall be free of insects, rodents, and conditions which attract, provide harborage, and promote their propagation.	<input type="checkbox"/>	x	246-366-050(5) 296-24-12021
B 007 S U <input type="checkbox"/> <input type="checkbox"/>	All hazardous substances and chemicals (e.g., cleaning and disinfecting products) shall be easily identified (e.g., labeled), and used with caution. They must be stored in such a manner as to prevent unauthorized use or possible contamination of food and drink.	<input type="checkbox"/>	x	246-366-050(6) 296-62-054
B 008 S U <input type="checkbox"/> <input type="checkbox"/>	There shall be sufficient, easily accessible, well-lighted, heated, and ventilated space provided for the storage of outdoor clothing, play equipment, and instructional equipment.	<input type="checkbox"/>	x	246-366-050(7)
B 009 S U <input type="checkbox"/> <input type="checkbox"/>	School buildings shall be provided with windows sufficient in number, size, and location to permit students to see to the outside. No student shall occupy an instructional area without windows for more than 50 percent of the school day.	<input type="checkbox"/>	x	246-366-050(8)
B 010 S U <input type="checkbox"/> <input type="checkbox"/>	Exterior sun control shall be provided to exclude direct sunlight from window areas and skylights in instructional areas, assembly, and meeting rooms during at least 80 percent of normal school hours. Sun control is not required for sun angles less than 42 degrees, nor if air conditioning is provided, nor if Low E glass is installed.	<input type="checkbox"/>	x	246-366-050(9)

C. PLUMBING, WATER SUPPLY, AND FIXTURES

Required
Recommended WAC or Other
Code Reference

C 001 S U <input type="checkbox"/> <input type="checkbox"/>	At a minimum plumbing shall be sized, installed, and maintained in accordance with the state building (UBC) and plumbing (UPC) codes.	<input type="checkbox"/>	x	246-366-060 246-290 UPC
C 002 S U <input type="checkbox"/> <input type="checkbox"/>	The water supply system for a school shall be designed, constructed, maintained, and operated in accordance with WAC 246-290. (note: the UBC requires compliance with the UPC)	<input type="checkbox"/>	x	246-366-060 246-290 UBC/UPC
C 003 S U <input type="checkbox"/> <input type="checkbox"/>	Water from drinking fountains shall clear the nozzle to allow safe and healthy drinking access.	x	<input type="checkbox"/>	ANSI 24.2-1942
C 004 S U <input type="checkbox"/> <input type="checkbox"/>	Vacuum breakers (i.e., anti-siphon devices, air-gap separations, reduced pressure devices, or double check valves) are required on water outlets with either threaded, serrated, or quick-coupling nozzles to prevent cross-contamination of drinking water supply.	<input type="checkbox"/>	x	UPC 603.0
C 005 S U <input type="checkbox"/> <input type="checkbox"/>	Soap shall be provided for all hand washing facilities.	<input type="checkbox"/>	x	246-366-060
C 006 S U <input type="checkbox"/> <input type="checkbox"/>	Single-service towels shall be provided for all hand washing facilities. Common use towels are prohibited. Warm air dryers may be used in place of single-service towels. Roller-type cloth towel dispensers are also acceptable.	<input type="checkbox"/>	x	246-366-060
C 007 S U <input type="checkbox"/> <input type="checkbox"/>	Toilet paper shall be available and located adjacent to each toilet fixture.	<input type="checkbox"/>	x	246-366-060 296-24-12007
C 008 S U <input type="checkbox"/> <input type="checkbox"/>	Toilet and hand washing facilities shall be accessible for use during school hours and scheduled events.	<input type="checkbox"/>	x	246-366-060
C 009 S U <input type="checkbox"/> <input type="checkbox"/>	Hand washing facilities shall be provided with hot water at a maximum of 120 degrees fahrenheit (F).	<input type="checkbox"/>	x	246-366-060
C 010 S U <input type="checkbox"/> <input type="checkbox"/>	Hand operated, self-closing faucets, when installed, shall provide ten seconds of running water. Self-closing faucets are required by the plumbing code in new construction and also when faucets are replaced.	<input type="checkbox"/>	x	246-366-060 (d) UPC

S=Satisfactory
U=Unsatisfactory

C. PLUMBING, WATER SUPPLY, AND FIXTURES

Required
Recommended WAC or Other
Code Reference

C 011 S U <input type="checkbox"/> <input type="checkbox"/>	Showers with hot and cold water controls shall be provided for all physical education classes in grades 9-12. Hot water temperature shall be maintained between 100 degrees F and 120 degrees F to prevent scalding.		x	246-366-060(4)(a)
C 012 S U <input type="checkbox"/> <input type="checkbox"/>	Drying areas, when provided, shall be adjacent to showers and locker rooms and have impervious, non-skid floors.		x	246-366-060
C 013 S U <input type="checkbox"/> <input type="checkbox"/>	Walls in shower rooms shall be impervious up to the shower head height. Upper walls and ceilings in shower rooms shall have smooth and easily washable surfaces.		x	246-366-060
C 014 S U <input type="checkbox"/> <input type="checkbox"/>	Locker rooms and dressing rooms shall be impervious, non-skid floors.		x	246-366-060
C 015 S U <input type="checkbox"/> <input type="checkbox"/>	Walls in locker rooms and dressing rooms shall have smooth and easily washable surfaces.		x	246-366-060
C 016 S U <input type="checkbox"/> <input type="checkbox"/>	School supplied towels shall be for individual use only and shall be laundered after each use.		x	246-366-060

D. SEWAGE DISPOSAL

Required
Recommended WAC or Other
Code Reference

D 001 S U <input type="checkbox"/> <input type="checkbox"/>	All sewage and waste water from a school shall be drained to a sewage disposal system which is approved by the jurisdictional agency having authority.		x	246-366-070
D 002 S U <input type="checkbox"/> <input type="checkbox"/>	On-site sewage disposal systems shall be designed, constructed, and maintained in accordance with WAC 246-272.		x	246-366-070 246-272
D 003 S U <input type="checkbox"/> <input type="checkbox"/>	Septic tanks that are no longer in use shall be abandoned in accordance with the Washington State Board of Health on-site sewage system regulations.		x	246-272-1850

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E. VENTILATION

Required
Recommended WAC or Other
Code Reference

<p>E 001</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All rooms used by students or staff shall be kept reasonably free of all objectionable odor, excessive heat, or condensation.</p>		<p>x</p>	<p>246-366-080</p>
<p>E 002</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All sources producing air contaminants of public health importance shall be controlled by the provision and maintenance of heating, ventilating, and air conditioning (HVAC) systems as approved by the health officer in conformity with the Washington State building code and ASHRAE Standards in effect as of the date of construction.</p>		<p>x</p>	<p>246-366-080 296-62-075 UBC ASHRAE</p>

F. HEATING/TEMPERATURE CONTROL

Required
Recommended WAC or Other
Code Reference

F 001 S U <input type="checkbox"/> <input type="checkbox"/>	All occupied areas of the facility shall be heated to maintain a minimum temperature of 65 degrees F except for gymnasiums which shall be a minimum of 60 degrees F.		x	246-366-090
F 002 S U <input type="checkbox"/> <input type="checkbox"/>	Heating, ventilating, and/or air conditioning systems shall be equipped with automatic room temperature controls. Computerized systems that control each room from a remote location are acceptable.		x	246-366-100

G. SOUND CONTROL

Required
Recommended WAC or Other
Code Reference

G 001 S U <input type="checkbox"/> <input type="checkbox"/>	Requirements for new construction are located in RCW 19.27, WAC 246-366-110, the state building and mechanical codes. New construction requirements of 246-366-110(2) shall be specified in shop plans, and verified during the preoccupancy inspection.	<input type="checkbox"/>	x	246-366-110 RCW 19.27
G 002 S U <input type="checkbox"/> <input type="checkbox"/>	Existing portables built prior to 1/1/90 are exempt from noise level requirements when: (1) there have been no changes that would have increased noise levels; (2) the portable was previously used as a classroom; (3) the portable was previously owned by the district; and (4) the portable meets all site requirements.	<input type="checkbox"/>	x	246-366-110 (3)
G 003 S U <input type="checkbox"/> <input type="checkbox"/>	The maximum ambient noise level in industrial arts, voc-ed, and trade classrooms constructed after 1/1/90 shall not exceed 65 dBA when all chemistry fume hood and dust exhaust systems are operating. Testing shall be done when room is unoccupied.	<input type="checkbox"/>	x	246-366-110(4)
G 004 S U <input type="checkbox"/> <input type="checkbox"/>	The noise exposure for students in voc-ed and music areas shall not exceed the L & I WISHA noise level rules. No person shall be exposed to sustained sound levels equal to or greater than 115 dBA for 1 second or longer, or to impact / impulse noise over 140 dBA for less than one second.	<input type="checkbox"/>	x	246-366-110 (5) WAC 296-62-090
G 005 S U <input type="checkbox"/> <input type="checkbox"/>	When noise exposure exceeds the L & I WISHA maximum levels in any student or staff occupied area, and engineering methods cannot reduce the noise levels to a permissible level, approved hearing protection shall be provided and used. Maximum sound exposure levels can be found in L & I WISHA rules at www.mrsc.wa.gov .	<input type="checkbox"/>	x	246-366-110 (5) table1 246-366-110 (6) WAC 296-62-090

H. LIGHTING

Required
Recommended WAC or Other
Code Reference

H 001 S U <input type="checkbox"/> <input type="checkbox"/>	Minimum light intensity of ten foot candles, from general, task, or natural lighting shall be provided in non-instructional areas including auditoriums, lunchrooms, assembly areas, toilet and store rooms, corridors, and stairs.		x	246-366-120
H 002 S U <input type="checkbox"/> <input type="checkbox"/>	Minimum light intensity of 20 foot candles, from general, task, or natural lighting shall be provided in gymnasiums including main and auxiliary spaces, and shower and locker rooms.		x	246-366-120
H 003 S U <input type="checkbox"/> <input type="checkbox"/>	Minimum light intensity of 30 foot candles, from general, task, or natural lighting shall be provided in kitchen areas including food storage and preparation rooms.		x	246-366-120
H 004 S U <input type="checkbox"/> <input type="checkbox"/>	Minimum light intensity of 30 foot candles, from general, task, or natural lighting shall be provided in instructional areas including study halls, lecture rooms, and libraries. In rooms with computers, or during audio-visual presentations, lighting may be reduced. Emergency exit lights may not be turned off.		x	246-366-120 UFC
H 005 S U <input type="checkbox"/> <input type="checkbox"/>	Minimum light intensity of 50 foot candles, from general, task or natural lighting shall be provided in special instructional areas including sewing rooms, laboratories (including chemical storage areas), vocational, trade, industrial, drafting, and art and craft rooms.		x	246-366-120
H 006 S U <input type="checkbox"/> <input type="checkbox"/>	Excessive brightness and glare shall be controlled in instructional areas. Surface contrasts and glare shall not cause excessive eye accommodation or eye strain problems.		x	246-366-120
H 007 S U <input type="checkbox"/> <input type="checkbox"/>	Lighting shall be provided in a manner which minimizes shadows and other lighting deficiencies on work and teaching surfaces.		x	246-366-120

I. FOOD SERVICE

Required
Recommended WAC or Other
Code Reference

I 001 S U <input type="checkbox"/> <input type="checkbox"/>	Food storage, preparation, and service facilities shall be maintained and operated in accordance with Washington State Board of Health food regulations.		x	246-366-130 246-215 246-217
I 002 S U <input type="checkbox"/> <input type="checkbox"/>	Food transported between central kitchens and schools shall be kept at required food temperatures, in tightly covered containers, and shall be transported in enclosed vehicles.		x	246-366-130 246-366-070(3) (f)
I 003 S U <input type="checkbox"/> <input type="checkbox"/>	Toxic materials, including bleach, ammonia, rodent poison, bug spray, and cleaning supplies, shall not be stored with dry food items.		x	EPA & FIFRA 246-215-140 Chapter 16-228 WAC

J. SAFETY

Required
Recommended WAC or Other
Code Reference

J 001 S U <input type="checkbox"/> <input type="checkbox"/>	Safety glass shall be installed in all doors, display cases, and other large glass areas as required by the state building code (UBC).	<input type="checkbox"/>	x	RCW 19.27 UBC 2406.4
J 002 S U <input type="checkbox"/> <input type="checkbox"/>	Safe motor vehicle drop-off and pick-up locations are required for student arrival and departure.	<input type="checkbox"/>	x	392-145 392-151
J 003 S U <input type="checkbox"/> <input type="checkbox"/>	All custodial maintenance supplies shall be labeled as to specific contents and be stored in secure areas inaccessible to students. MSDS sheets are required to be kept on site and readily available.	<input type="checkbox"/>	x	246-366-050 246-215-110
J 004 S U <input type="checkbox"/> <input type="checkbox"/>	Custodial closets, boiler rooms, and other areas where poisonous compounds are stored should be inaccessible to students.	x	<input type="checkbox"/>	246-366-050 1020.1 UBC
J 005 S U <input type="checkbox"/> <input type="checkbox"/>	Flammable liquids in excess of ten gallons total shall be stored in approved flammable storage cabinets as required by state fire code (UFC).	<input type="checkbox"/>	x	79.02.5.8 UFC WAC 296-24-33009
J 006 S U <input type="checkbox"/> <input type="checkbox"/>	First aid kits shall be provided, shall be visible to students and staff, and comply with L & I WISHA rules. All first aid kits shall be regularly restocked.	<input type="checkbox"/>	x	246-24-065 296-24-06160 296-24-06145
J 007 S U <input type="checkbox"/> n <input type="checkbox"/> a	NOTE: The size and contents of first aid kits should be determined by assessing what kits are needed in each school. The number of children should be considered as well as the number of staff, to determine how many kits are needed. School administrators and local health officials should jointly evaluate the first aid kit needs.	<input type="checkbox"/>	x	DOH recommendation
J 008 S U <input type="checkbox"/> <input type="checkbox"/>	First aid supplies other than those in first aid kits shall be properly stored and organized in cabinets or drawers and labeled as to their contents.	<input type="checkbox"/>	x	DOH recommendation
J 009 S U <input type="checkbox"/> <input type="checkbox"/>	Cots or sick beds, when provided, shall have non-absorbent surfaces that are easily sanitized. Pillow covers and bed sheets shall be laundered or replaced between uses. Disposable bed sheets and pillow cases are recommended .	<input type="checkbox"/>	x	WAC 392-198 WAC 296-62-08001
J 010 S U <input type="checkbox"/> <input type="checkbox"/>	Medication shall be stored in a locked storage area. Unauthorized access by students or other persons should be prevented. Reference OSPI Bulletin 31-98 and OSPI website for additional information: http://www.k12.wa.us/learnteachsupp/healthservices/	<input type="checkbox"/>	x	RCW 28A.210.260 RCW 28A.210.270 WAC246-370(7)(b)

J. SAFETY

Required
Recommended WAC or Other
Code Reference

J 011 S U <input type="checkbox"/> <input type="checkbox"/>	Radiators and steam and hot water pipes shall be protected or shielded in hallways, shower areas, auditoriums, and all other student traffic areas to prevent accidental burns.	x	296-24-73511
J 012 S U <input type="checkbox"/> <input type="checkbox"/>	Paper cutters shall have finger guards and lock down safety latches. Repair or replace all paper cutters that have been modified or broken. Blades shall be fastened down when not in use.	x	296-24-073 ANSI
J 013 S U <input type="checkbox"/> <input type="checkbox"/>	Whenever a stage or platform drop-off exceeds four feet, a safety warning strip is required. The abrasive safety strip, which can be felt in the dark and is of contrasting color, shall be placed two feet from the edge of stages or elevated platforms. A lighted LED strip is acceptable.	x	DOH recommendation
J 014 S U <input type="checkbox"/> <input type="checkbox"/>	Stage areas must meet L & I WISHA rules and fire code requirements with regard to catwalks, rigging, pits, curtains, and storage areas.	x	WISHA WAC 296-24-75005 WAC 296-24-75003 NFPA
J 015 S U <input type="checkbox"/> <input type="checkbox"/>	Coat hooks should be located or protected so that they do not create a hazard to students.	x	DOH recommendation
J 016 S U <input type="checkbox"/> <input type="checkbox"/>	Scissors without sharp points (safety scissors) are recommended for student use in grades K-3.	x	DOH recommendation
J 017 S U <input type="checkbox"/> <input type="checkbox"/>	Audiovisual equipment (especially TV's and other movable heavy items) which could fall from carts should be secured to the cart in a way that prevents the equipment from coming loose from the cart if the equipment or cart tips over.	x	CPSC Safety Alert; April 1988 DOH recommendation
J 018 S U <input type="checkbox"/> <input type="checkbox"/>	Lockers and bookshelves should be secured to prevent tipping.	x	CPSC Safety Alert; March 1990 WAC 246-370(7)
J 019 S U <input type="checkbox"/> <input type="checkbox"/>	Walls, doors, and posts behind basketball backboards should be padded and free of obstruction where it is possible for players to collide with them. Pads should be sufficient in size and depth to mitigate skull and spinal cord injuries.	x	DOH recommendation as per WSU, ASTM and CPSC consultations
J 020 S U <input type="checkbox"/> <input type="checkbox"/>	Protective padding should extend to the floor level since most serious permanent spinal cord and skull injuries that occur during basketball happen near the floor/wall junction.	x	DOH recommendation

J. SAFETY

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Code Reference

J 021 S U <input type="checkbox"/> <input type="checkbox"/>	In arts and crafts areas, the use of pre-mixed pottery clay is recommended rather than using a pug-mill. Only non-toxic art supplies should be used.	x	DOH recommendation
J 022 S U <input type="checkbox"/> <input type="checkbox"/>	Personal protective equipment and safety training for students in arts and crafts should be provided (also see item L002).	x	DOH recommendation
J 023 S U <input type="checkbox"/> <input type="checkbox"/>	PE and sports equipment, apparatus, fixtures, and safety practices should comply with manufacturer's instructions and with the rules and recommendations of the WIAA. Student-athletes should have documented safety training. Supervision of all hazardous activities should be provided at all times.	x	DOH recommendation WIAA
J 024 S U <input type="checkbox"/> <input type="checkbox"/>	Patients in the school health or nurse's room should be visible to office staff at all times.	x	DOH recommendation
J 025 S U <input type="checkbox"/> <input type="checkbox"/>	Electrical receptacles shall be properly grounded. Ground fault interrupter (GFI) devices shall be provided on all electrical receptacles within six (6) feet of sinks and other grounding sources. There must be sufficient number of outlets to minimize the use of extension cords.	x	246-366-140 296-24-95607 NEC

K. LABORATORIES AND SCIENCE CLASSROOMS

Required
Recommended WAC or Other
Code Reference

K 001 S U <input type="checkbox"/> <input type="checkbox"/>	Science laboratories shall have an inventory of chemicals on hand.	<input type="checkbox"/>	x	246-366-140 296-62-40015 296-62-40025
K 002 S U <input type="checkbox"/> <input type="checkbox"/>	Science laboratories shall have a written Chemical Hygiene Plan.	<input type="checkbox"/>	x	246-366-140 296-62-40009
K 003 S U <input type="checkbox"/> <input type="checkbox"/>	Emergency eyewash and shower stations shall be provided as required by L & I WISHA rules.	<input type="checkbox"/>	x	296-62-130 Part L 246-366-140 296-62-40025 Part Q ANSI Z358.1-1998
K 004 S U <input type="checkbox"/> <input type="checkbox"/>	Eye wash stations shall be located within 50 feet or ten seconds walking distance from all lab science work stations.	<input type="checkbox"/>	x	246-366-140 296-62-130(2)(a) WRD 91-13A & 12.35
K 005 S U <input type="checkbox"/> <input type="checkbox"/>	Safety showers shall be located within 50 feet or ten seconds of all laboratory work stations. A deluge shower is required in chemical areas.	<input type="checkbox"/>	x	246-366-140 296-62-130 Part L 296-62-130(2)(c) ANSI Z358.1-1998
K 006 S U <input type="checkbox"/> <input type="checkbox"/>	Eye-wash stations and emergency showers shall be handicap accessible and operable "hands-free" so that the user can hold both eyes open. Hand-held showers and eye-wash equipment do not meet current L & I WISHA rules (except as auxiliary or extra protection).	<input type="checkbox"/>	x	ADA 296-62-130
K 007 S U <input type="checkbox"/> <input type="checkbox"/>	Eye wash stations shall provide 2.5 gpm for at least 15 minutes at 25 PSI or less. In some areas with high water pressure, flow regulators may be required on the eye wash stations.	<input type="checkbox"/>	x	246-366-140 296-62-130 (2) (c)
K 008 S U <input type="checkbox"/> <input type="checkbox"/>	Emergency showers and eye wash units shall be tested for proper operation quarterly. Written documentation of tests shall be maintained on site.	<input type="checkbox"/>	x	246-366-140 296-62-130 (2) (f)
K 009 S U <input type="checkbox"/> <input type="checkbox"/>	Normal room ventilation does not provide an adequate number of air changes for chemical laboratories, chemical storage rooms, and photography darkrooms. Adequate ventilation must be provided. In new construction, UBC and WISHA require 8-12 air changes per hour.	<input type="checkbox"/>	x	246-366-140 296-62-110; 075 296-62-40025 (3) (d) (XI)
K 010 S U <input type="checkbox"/> <input type="checkbox"/>	A building commissioning report which documents air volumes meeting 15 cubic feet per second (cfm) per occupant is recommended.	<input type="checkbox"/>	x	DOH Indoor Air Best Management Practices Manual

K. LABORATORIES AND SCIENCE CLASSROOMS

Required
Recommended WAC or Other
Code Reference

<p>K 011</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>There shall be an on-demand, mechanical ventilation system providing additional air exchange as required by WISHA and the UBC for chemical areas such as photo darkrooms, storerooms and chemistry labs (this is in addition to the building HVAC system).</p>	<p>x</p>	<p>246-366-140 296-62-110 296-62-075</p>
<p>K 012</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Make-up air must be provided to laboratories in amounts equal to exhaust air when the ventilation rate is increased.</p>	<p>x</p>	<p>246-366-140 296-62-11009</p>
<p>K 013</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All lab and chemical storeroom air exhausts shall be on a separate system from other areas of the school and vent directly to the outside in a manner which prevents exhaust from re-entering the building (away from occupied areas and air intakes).</p>	<p>x</p>	<p>246-366-140 296-62-11007</p>
<p>K 014</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>No unapproved heating devices are allowed in laboratories or storerooms. Portable electric stoves are not approved heating devices for laboratories and storerooms.</p>	<p>x</p>	<p>246-366-140 296-24-95601 UFC</p>
<p>K 015</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Electrical receptacles shall be properly grounded. Ground fault interrupter (GFI) devices shall be provided on all electrical receptacles within six (6) feet of sinks, gas pipes, and other grounding sources. There must be sufficient number of outlets to minimize the use of extension cords.</p>	<p>x</p>	<p>246-366-140 296-24-95607 NEC</p>
<p>K 016</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All electrical equipment shall be properly grounded. Portable electrical equipment shall be double insulated or provided with a UL-approved ground prong.</p>	<p>x</p>	<p>246-366-140 296-24-95607 296-24-24515(3) NEC</p>
<p>K 017</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Electrical extension cords shall be UL listed, and the wire size shall be appropriate for the applied use.</p>	<p>x</p>	<p>246-366-140 296-24-95609 UFC NEC</p>
<p>K 018</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>There shall be at least one demonstration fume hood for each laboratory where hazardous chemicals are used.</p>	<p>x</p>	<p>246-366-140 296-62-40025 (3)(IV) (b) 296-62-40009 (3)(c)</p>
<p>K 019</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Fume hoods in school buildings must comply with AHERA asbestos regulations.</p>	<p>x</p>	<p>246-366-140 296-62-077 AHERA</p>
<p>K 020</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemicals shall not be stored in fume hoods except where the hood has been specifically built with a ventilated storage area. Chemicals shall not be stored in the demonstration or working area of the hood.</p>	<p>x</p>	<p>296-62-40025 (3) (d) (ii) (E)</p>

K. LABORATORIES AND SCIENCE CLASSROOMS

Required
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<p>K 021</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All fume hoods shall exhaust directly to the outside, away from all occupied areas and air intakes in order to prevent exhaust from re-entering the building.</p>	<p>x</p>	<p>246-366-140 296-62-11007 UMC</p>
<p>K 022</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Fume hood air velocity shall be 60-125 linear feet per minute (LFM) checked quarterly with a velocity meter. Written documentation of all tests shall be maintained on site. The exhaust capture path shall direct contaminants away from the user. With the sash raised to 12 inches, the air flow should measure at least 60 LFM.</p>	<p>x</p>	<p>246-366-140 296-62-40025 (3) (c) (iv) (H) ASHRAE 10-1995</p>
<p>K 023</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Fume hood use shall be required when using chemicals with a Threshold Limit Value (TLV) of 50 ppm or less.</p>	<p>x</p>	<p>246-366-140 296-62-40025 (3) (e) (i) (AA)</p>
<p>K 024</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All electrical devices used in the fume hood such as switches, lights, motors, etc., shall be explosion-proof.</p>	<p>x</p>	<p>246-366-140 296-62-40025 296-24-95613 Part L, NEC</p>
<p>K 025</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>The chemical hygiene officer (e.g., science department chairperson or science teacher) shall maintain a written operations and maintenance program for laboratory fume hoods and other mechanical equipment in science laboratories.</p>	<p>x</p>	<p>246-366-140 296-62-40025 296-62-40009(3)(c)</p>
<p>K 026</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Master shut-offs shall be provided and identified for electricity and gas in all laboratory areas. Directional signs shall be provided. A master water shutoff is recommended, but not required.</p>	<p>x</p>	<p>246-366-140 296-62-40025 (3) (d) (ix)</p>
<p>K 027</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Invisible hazards (radiation, chemical, electrical, laser, and heat) shall be posted with warning signs or symbols when present.</p>	<p>x</p>	<p>246-366-140 296-24-135 296-62- 09004 Part J</p>
<p>K 028</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>No food items are permitted in chemical laboratories or storerooms (including lab refrigerators). No eating, drinking or gum chewing is permitted in labs to prevent poisoning through ingestion.</p>	<p>x</p>	<p>246-366-140 296-62-40025</p>
<p>K 029</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemical storerooms shall be lockable, inaccessible to unsupervised students, and have self-closing doors per WISHA, DOH, and state fire code requirements for chemical laboratories and chemical storerooms. Doors shall have a one-hour fire rating (or greater as required by local fire code).</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025 UFC</p>
<p>K 030</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemical storerooms shall be large enough for adequate and proper storage of chemicals. Storage areas shall be maintained in a neat, organized, and clean manner with chemicals stored compatibly.</p>	<p>x</p>	<p>246-366-140 296-62-40025</p>

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<p>K 031</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemical storerooms shall have sturdy, well supported shelves secured to the walls. All shelves shall have "earthquake lips" on all shelf edges.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>
<p>K 032</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemical storerooms shall have all hazardous chemicals stored at or below eye level (typically below 5' 6") with heavy objects stored on lower shelves. Higher shelves may be used for other items; e.g., glassware, equipment, paper goods, etc.</p>	<p>x</p>	<p>246-366-140 296-62-40025 296-62-40009</p>
<p>K 033</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemical storage areas shall be kept cool (between 55 and 80 degrees F) and dry (relative humidity between 30 and 60%).</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>
<p>K 034</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemicals should be organized and stored according to a recognizable, safe system (such as Flinn, Baker, Sargent-Welch, etc.) and should have the four color NFPA diamond on the container for emergency responders. Labels should clearly denote the contents of each container and the date received.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025 NFPA</p>
<p>K 035</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemicals marked only with teacher codes (e.g., A, B, C, D), for student testing/analysis, should not be allowed in permanent storage. Mix only enough for one day's classes and then restock or dispose. All leftover unmarked chemicals should be disposed of in accordance with WAC requirements. Daily disposal is recommended.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 036</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All flammables shall be stored in approved flammable storage cabinets with self-closing doors. Flammables (red labels) and acids and bases (white labels), shall be stored separately.</p>	<p>x</p>	<p>246-366-140 296-24-33009 296-62-40009</p>
<p>K 037</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>The chemicals in Table 1 of Appendix D to this Guide are a safety hazard and may not be used in K-12 schools. If found, they must be removed from the school by qualified personnel and properly disposed of in accordance with the school's chemical hygiene plan and DOE regulations.</p>	<p>x</p>	<p>246-366-140</p>
<p>K 038</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>The chemicals in Table 2 of Appendix D to this Guide have been determined by DOH and OSPI as suitable in small quantity and in advanced classes in senior high laboratories. No more than one pound of each chemical may be stored on site in any case.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 039</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemicals shall be used within one or two years of purchase. Old chemicals shall be disposed of in accordance with DOE regulations. An inventory of all chemicals shall be maintained and kept up to date. All chemicals shall be dated upon receipt into the lab or storage area.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 040</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>There shall be a separate storage shelf, cabinet or area for reactants such as sodium metal, potassium metal, and metabolic peroxides.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>

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<p>K 041</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All acids shall be stored in approved acid cabinets. Non-compatible acids shall be stored separately (e.g., nitric acid).</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>
<p>K 042</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chemicals are stored according to their properties, not alphabetically (i.e., flammables, health hazard, reactive, oxidizer, radioactive, etc.).</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>
<p>K 043</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Only explosion-proof refrigerators shall be used to store volatile chemicals. Non explosion-proof refrigerators or other electrical devices shall not be located in areas with vaporous or flammable chemicals.</p>	<p>x</p>	<p>246-366-140 296-62-40009 UFC</p>
<p>K 044</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Instructors shall wear personal protective equipment (PPE) when using corrosive, toxic, reactive, or irritating chemicals and during hazardous activities as required by L & I WISHA rules.</p>	<p>x</p>	<p>246-366-140 296-62-40025 (3) (d) 296-24-07501-A2</p>
<p>K 045</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Eye protection, safety glasses, and face shields shall meet requirements of the American National Standards Institute (ANSI Z.87.1). Students should wear personal protective equipment (PPE) when using corrosive, toxic, reactive, or irritating chemicals and during hazardous activities.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-24-078- Part A2 70.100</p>
<p>K 046</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>A written policy notifying wearers of contact lenses should be developed to address the potential for eye irritation or injury if chemicals, gases or fumes adversely react with contact lens (see 296-62-40025 (1) - General Rules).</p>	<p>x</p>	<p>246-366-140 296-24-078 A-2 296-62-40025</p>
<p>K 047</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>A non-asbestos fire blanket shall be provided, identified, readily available, and visible to students and staff.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>
<p>K 048</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Safety shields on the demonstration table shall be used for demonstrations wherever the possibility of explosion exists.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 049</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Jewelry shall not be worn if personal safety would be jeopardized.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 050</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Loose hair shall be restrained so that personal safety is not jeopardized.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-62-40025</p>

S=Satisfactory
U=Unsatisfactory

K. LABORATORIES AND SCIENCE CLASSROOMS

Required
Recommended WAC or Other
Code Reference

<p>K 051</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All laboratories shall have a written clean-up plan for spills. All laboratories shall have a spill clean-up kit or materials for absorbing spills identified and readily available to students and staff.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 052</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Waste disposal shall adhere to DOE regulations.</p>	<p>x</p>	<p>246-366-140 296-62-40009 RCRA - CH.40CFR</p>
<p>K 053</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>A written and documented lab safety orientation shall be provided for all staff and students.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 054</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>A telephone (or intercom) for reporting emergencies shall be located in or near the laboratory. Emergency telephone numbers shall be readily accessible. Staff shall be trained in emergency procedures.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 055</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Lab floor plans shall be kept in the school office. A listing of exits, chemicals, and storage place of chemicals shall be included for use by emergency responders.</p>	<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>K 056</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Fire extinguishers shall be provided (ABC type). Fire extinguishers shall be identified and readily accessible to staff and students. Demonstration or hands-on training shall be provided during safety orientation.</p>	<p>x</p>	<p>246-366-140 296-24-592 296-62-40009 296-62-40011</p>
<p>K 057</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>A fire alarm system shall be provided. Alarm pull stations shall be identified and readily accessible to staff and students.</p>	<p>x</p>	<p>246-366-140 296-62-40009 296-24-63101 G-3</p>
<p>K 058</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Fire retardant lab coats shall be used as required by L & I WISHA rules when appropriate for a current project or demonstration.</p>	<p>x</p>	<p>246-366-140 296-62-07501</p>
<p>K 059</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Formaldehyde is not allowed in K-12 schools. Biology specimens stored in formaldehyde shall be decanted and preserved in a solution of 70 percent isopropyl alcohol or other equivalent solution. Formaldehyde disposal shall adhere to DOE regulations.</p>	<p>x</p>	<p>246-366-140 296-62-07540</p>
<p>K 060</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Biology specimens shall be stored in sealed containers to prevent evaporation of liquid contents and resulting IAQ issues. Specimens preserved in hazardous or dangerous chemicals (alcohol, formalin, etc.) shall be stored in locked cabinets.</p>	<p>x</p>	<p>246-366-140 296-24-135 B-2 296-62-080 Part J</p>

S=Satisfactory
U=Unsatisfactory

L. VOCATIONAL INSTRUCTION AREAS

Required
Recommended WAC or Other
Code Reference

L 001 S U <input type="checkbox"/> <input type="checkbox"/>	Reference should be made to the most current edition of the Safety Guide for Vocational, Trade and Industrial, and Technology Education, published by OSPI. This manual provides instruction and checklists for vocational education curriculum areas.	x	OSPI and DOH recommendation
L 002 S U <input type="checkbox"/> <input type="checkbox"/>	Based on the OSPI manual and good safety practice, school shop teachers should pay close attention to students' personal protective equipment needs. Student-oriented safety training in vocational and arts and crafts hazards should be given, tested, and documented.	x	DOH recommendation
L 003 S U <input type="checkbox"/> <input type="checkbox"/>	Floors shall be clean and kept free of oil and other slippery substances.	x	246-366-140 296-24-73503
L 004 S U <input type="checkbox"/> <input type="checkbox"/>	Floors shall be free of obstacles so there are no slip, trip, or fall hazards. Hazard areas shall be plainly marked. In metal and wood shops, areas around equipment shall be marked with a two-foot safety zone. Projections shall be plainly marked.	x	246-366-140 296-24-13501 296-24-150 Part C
L 005 S U <input type="checkbox"/> <input type="checkbox"/>	All power tools shall be safe, properly labeled, and protected with correct belts, guards, and electrical connections.	x	246-366-140 296-24-65501 & 15001 & 16501
L 006 S U <input type="checkbox"/> <input type="checkbox"/>	Machine guarding shall meet WAC 296-24. Safety guards must be properly adjusted and functional for safe machine operation.	x	296-24 - 150 Part C 296-24-15001
L 007 S U <input type="checkbox"/> <input type="checkbox"/>	Hand tools shall be properly maintained and kept in a safe condition.	x	246-366-140 296-24-65501
L 008 S U <input type="checkbox"/> <input type="checkbox"/>	Safety stands (jack stands) shall be available and used correctly by students and staff.	x	246-366-140 296-24-67005
L 009 S U <input type="checkbox"/> <input type="checkbox"/>	General operating instructions and safety reminder signs shall be posted on or near moving machinery and shop equipment.	x	246-366-140 296-24-135
L 010 S U <input type="checkbox"/> <input type="checkbox"/>	Shop safety rules shall be displayed in plain view of room occupants.	x	246-366-140 296-24-020

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<p>L 011</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Unstable equipment (e.g., drill presses, band saws, etc.) shall be secured to the floor or a table/stand to prevent tipping. Stand mounted equipment shall be fastened to the floor to prevent tipping.</p>		<p>x</p>	<p>246-366-140 296-24-15003</p>
<p>L 012</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Materials (e.g., lumber, metal, etc.) shall be stored in a manner that will prevent personal injury. Proper storage shall be provided for metal stock as required by WISHA.</p>		<p>x</p>	<p>246-366-140 296-24-21503 296-24-078</p>
<p>L 013</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All electrical panels, devices and connections shall be labeled and maintained in a safe condition.</p>		<p>x</p>	<p>246-366-140 296-24-95605</p>
<p>L 014</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Hazardous and/or combustible waste shall not be allowed to accumulate. Such waste shall be removed from the shop area and properly disposed of as required by DOE regulations.</p>		<p>x</p>	<p>246-366-140 296-62-40009 296-155-020 173-303</p>
<p>L 015</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Waste oil storage and disposal shall comply with DOE regulations. Oil spilled around storage barrels shall be cleaned up immediately. Containers need to be closed when not in use.</p>		<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>L 016</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>A non-asbestos fire blanket shall be provided, identified, readily available, and visible to students and staff.</p>		<p>x</p>	<p>246-366-140 296-62-40009</p>
<p>L 017</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Project storage shall be adequate and safe.</p>		<p>x</p>	<p>246-366-140 296-62-40025</p>
<p>L 018</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Emergency eye wash stations shall be within 50 feet or ten seconds of all student work stations and shall provide 2.5 gpm for at least 15 minutes at 25 PSI or less. Bottled water eye wash stations do not meet the current WISHA and DOH requirements. They may be supplementary to units meeting the above specifications.</p>		<p>x</p>	<p>246-366-140 296-62-130</p>
<p>L 019</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All grinders shall have proper tool rests and eye safety shields.</p>		<p>x</p>	<p>246-366-140 296-24-078</p>
<p>L 020</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Eye protective devices (safety glasses, goggles, full-face shields) are identified, visible, readily accessible and used by students and staff.</p>		<p>x</p>	<p>246-366-140 296-24-70003 ANSI 2.87.1</p>

L. VOCATIONAL INSTRUCTION AREAS

Required
Recommended WAC or Other
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<p>L 021</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Mechanical ventilation shall be provided for all arc and gas welding/cutting tables in order to prevent welding vapors from traveling through the breathing zone.</p>	<p>x</p>	<p>246-366-140 296-24-71503 296-24-71505</p>
<p>L 022</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Welding curtains or shields shall be provided at booths and other welding areas.</p>	<p>x</p>	<p>246-366-140 296-24-69007 296-24-71501</p>
<p>L 023</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Safety signs should be posted where needed; e.g., "turn on ventilation," "wear eye protection." L&I does not require signs; but when signs are utilized, uniform design, including wording, shape and color, are mandated.</p>	<p>x</p>	<p>246-366-140 296-24-135 B-2 296-24-14005,7,9</p>
<p>L 024</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Master shut-offs shall be provided and identified for electricity and gas in all shop areas. A shut-off for water is recommended but not required.</p>	<p>x</p>	<p>246-366-140 296-24-110 A-4 296-24-16505</p>
<p>L 025</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Compressed gas cylinders must be properly labeled, maintained, stored and secured, with caps in place, to prevent damage to the cylinder valve. Cylinder restraining devices must be adequate to prevent tipping and /or 'rocketing'. In-use cylinders must be secured either to a hand-truck or structure.</p>	<p>x</p>	<p>246-366-140 296-24-68201,3</p>
<p>L 026</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>The gas welding/cutting area shall comply with state fire code and WISHA requirements. Eye protection shields shall be provided.</p>	<p>x</p>	<p>246-366-140 296-24-680 Part I 296-24-68507</p>
<p>L 027</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All flammable liquids shall be stored in UFC and NFPA approved flammable storage cabinets with self-closing doors. Flammable wastes must be disposed of in approved flammable waste containers. Cabinets shall be locked or located in a locked room when not in use.</p>	<p>x</p>	<p>246-366-140 296-24-33009 UFC 79.0258</p>
<p>L 028</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>All solvents for parts cleaning shall be stored in approved containers. Class 1 flammable liquids shall not be used. Fusible links on solvent tank lids shall be in place and shall operate as designed.</p>	<p>x</p>	<p>246-366-140 296-24-33009 296-24-40507</p>
<p>L 029</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Wood burning stoves shall not be used in school buildings.</p>	<p>x</p>	<p>246-366-140</p>
<p>L 030</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Flammable finish areas and paint spray rooms shall have approved ventilation, filters, lighting, storage cabinets, and separation from other rooms.</p>	<p>x</p>	<p>246-366-140 296-24-370 UFC</p>

L. VOCATIONAL INSTRUCTION AREAS

Required
Recommended WAC or Other
Code Reference

<p>L 031</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Filters in the paint spray booth/room shall be changed or cleaned as required.</p>		<p>x</p>	<p>246-366-140 296-24-370 UFC</p>
<p>L 032</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Only Class 1 electrical, explosion-proof lights, fan or other electrical devices shall be allowed in flammable finish areas.</p>		<p>x</p>	<p>246-366-140 296-24-370 UFC</p>
<p>L 033</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Ventilation and exhaust systems shall be installed in all shop areas in compliance with L & I WISHA rules.</p>		<p>x</p>	<p>246-366-140 296-62-11003</p>
<p>L 034</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Chip and sawdust collection systems shall be installed in all wood shops.</p>		<p>x</p>	<p>246-366-140 296-62-11003</p>
<p>L 035</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Non-skid surfacing shall be used within the operator use zone of all stationary equipment.</p>		<p>x</p>	<p>OSPI Vocational Safety Guide 296-24-15005</p>

**M. EXPOSURE CONTROL PLAN (ECP)
BLOODBORNE PATHOGENS (BBP)**

Required
Recommended WAC or Other
Code Reference

<p>M 001 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The school's written Exposure Control Plan (ECP) and the WISHA Bloodborne Pathogen (BBP) standard apply to employees, including student employees and students acting in the capacity of employees.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 002 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Many ECP and BBP provisions also apply to all students. WIAA has adopted rules for athletic activities based on the BBP standard. This applies school-wide with particular emphasis in the athletic department.</p>	<p>x</p>	<p>WIAA</p>
<p>M 003 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The ECP shall include precautions to prevent injuries in handling needles and other sharps. Reporting procedures for needle stick and other sharps injuries and other potential exposures shall also be included. See definition of "sharps" in WISHA BBP regulation (WAC 296-62-0800).</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 004 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The ECP shall address proper precautions to be taken while cleaning blood and other body fluid spills, and laundry practices involving risk of direct exposure to body fluids.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 005 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The ECP shall address disposal and/or decontamination of potentially contaminated items.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 006 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The ECP shall address training responsibility and record keeping requirements.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 007 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Hand washing facilities shall be readily accessible. Antiseptic hand cleansers/towelettes shall be available when hand washing facilities are not available.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 008 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Hands shall be washed following glove removal and before eating or drinking.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 009 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Protective gloves (PVC or latex) and appropriate Personal Protective Equipment (PPE) shall be readily available and shall be used during exposure to potentially infectious materials. Disposable gloves shall not be reused.</p>	<p>x</p>	<p>392-198 296-62-08001</p>
<p>M 010 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Reusable utility gloves shall be inspected for defects and decontaminated after every potential exposure to body fluids. Gloves shall be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.</p>	<p>x</p>	<p>392-198 296-62-08001</p>

S=Satisfactory
U=Unsatisfactory

**M. EXPOSURE CONTROL PLAN (ECP)
BLOODBORNE PATHOGENS (BBP)**

Required
Recommended WAC or Other
Code Reference

M 011	A policy to assure prompt disinfection of contaminated surfaces and receptacles with a recommended disinfectant shall be in effect.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 012	Wrestling, weight lifting, and gymnastic equipment shall have an unbroken surface that is easily cleanable. Small tears may be repaired with tape. All tears shall be repaired daily.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 013	Containers for contaminated sharps shall be closable, puncture resistant, and leak proof on sides and bottom. Containers shall be labeled as a bio-hazard, easily accessible to users, and maintained upright for use.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 014	Other regulated waste containers shall be closable, able to contain contents, leak proof, labeled as bio-hazard, closed prior to removal, and disposed of in accordance with regulations.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 015	Gloves and other appropriate PPE shall be worn when handling contaminated laundry. Contaminated materials shall be bagged/contained at the location where used in leak proof laundry bags or containers and labeled appropriately.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 016	Contaminated laundry (athletic uniforms and towels) shall be laundered in accordance with WISHA regulations.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 017	BBP training shall be provided to all potentially exposed employees within ten days of initial assignment and at least annually thereafter. Training shall also be provided when employees change assignments and/or procedures.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 018	BBP training shall include an explanation of the employer's Exposure Control Plan and shall include an opportunity for interactive questions with a person knowledgeable in the field of bloodborne pathogens.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 019	BBP training shall include modes of transmission, recognition of tasks and procedures which involve potential exposures, information on HBV vaccinations, details of emergency response for exposure incidents, post-exposure evaluations, and explanations of all signs, labels and/or color coding.		x	392-198 296-62-08001
S <input type="checkbox"/>	U <input type="checkbox"/>			
M 020	BBP training records shall include training dates, a summary of training contents, and names and qualifications of all trainers along with the names and job titles of all persons trained. Records shall be maintained for three (3) years. All medical and training records shall be available upon request to L & I.		x	392-198 296-62-08001 (8)
S <input type="checkbox"/>	U <input type="checkbox"/>			

**M. EXPOSURE CONTROL PLAN (ECP)
BLOODBORNE PATHOGENS (BBP)**

Required
Recommended WAC or Other
Code Reference

<p>M 021 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Medical records shall be kept for each exposed employee, including name and social security number, and shall include a copy of the employee's Hepatitis B vaccination status and related information.</p>		<p>x</p>	<p>392-198 296-62-08001 (8)</p>
<p>M 022 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The school district shall develop procedures to ensure confidentiality.</p>		<p>x</p>	<p>392-198 296-62-08001 (8)</p>

N. PLAYGROUNDS

Required
Recommended WAC or Other
Code Reference

<p>N 001</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Consumer Product Safety Commission (CPSC) guidelines should be followed for all K-12 playgrounds. The complete CPSC guidelines may be downloaded from the CPSC web site at www.cpsc.gov.</p>	<p>x</p>	<p>CPSC recommendation</p>
<p>N 002</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>The American Society of Testing Materials (ASTM) established standards for playground equipment manufacturers in 1995. While the ASTM is voluntary, school administrators should not consider purchasing any new equipment that does not meet this standard.</p>	<p>x</p>	<p>ASTM F-1487-95 (or most current version)</p>
<p>N 003</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>While these ASTM standards and CPSC guidelines will not specifically address all older playground equipment (e.g., pre-1981 equipment), the general concepts and guidance is applicable to all playground equipment (i.e., pinch-points, strangulation hazards, equipment height, surfacing, etc.).</p>	<p>x</p>	<p>CPSC ASTM F-1487-95 (or most current version)</p>
<p>N 004</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Surfacing should meet ASTM standards and CPSC guidelines</p>	<p>x</p>	<p>CPSC ASTM F- 1292-91 (or most current version)</p>
<p>N 005</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Soccer goals should be anchored to prevent tipping as per CPSC guidelines and ASTM standards.</p>	<p>x</p>	<p>CPSC ASTM -PS-75-99</p>

O. ANIMALS IN THE CLASSROOM

Required
Recommended WAC or Other
Code Reference

<p>O 001</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Parents should be notified if any live or dead animal is to be kept in their child's classroom. Children who have allergies or asthma may react unfavorably to exposure. Feces, urine, fur, feathers, preservatives and feed may adversely affect indoor air quality (IAQ) if allowed into a classroom.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 002</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Keeping and handling of live animals in classrooms shall be in a designated area only. Designated areas shall include impervious cleanable surfaces with spot ventilation directly to the outside of the building.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 003</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Cages should be lockable and should be cleaned daily by staff or supervised students.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 004</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Handling of live animals should only be allowed under adult supervision. Sturdy, bite-resistant gloves are recommended whenever live animals are handled.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 005</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Hand washing facilities should be provided and readily accessible. Hands should always be washed with soap and warm water after handling animals, cages, bedding, etc.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 006</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Animals that are kept in the classroom should be fed appropriate food on a regular basis and be provided with fresh water at all times to prevent animal illness, disease, or death.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 007</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Heat lamps should be secured in such a way as to prevent contact with flammable bedding materials. Electrical connections shall meet the National Electrical Code (NEC). Extension cords are not allowed for permanently installed heat lamps.</p>	<p>x</p>	<p>NEC DOH recommendation</p>
<p>O 008</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Only animals, mammals, birds, fish and reptiles bred in captivity should be allowed in schools due to the wide variety of diseases carried by "wild" animals, mammals, fish and reptiles. Animals must have current vaccinations appropriate to the species. Consult the State Department of Agriculture for requirements.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 009</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Fish aquariums should be cleaned regularly. Used water from aquariums should be disposed of in sinks that are not used for food preparation or for obtaining water for human consumption.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>O 010</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Schools shall provide legally-required animal bite reports to local health jurisdictions.</p>	<p>x</p>	<p>WAC 246-400-196</p>

O. ANIMALS IN THE CLASSROOM

Required
Recommended WAC or Other
Code Reference

O 011 S U <input type="checkbox"/> <input type="checkbox"/>	Ensure that all classroom animals are properly cared for on weekends, holidays and breaks. Dead, sick, or diseased animals or filthy (mold, dirt, feces, etc.) cages/aquariums degrade the indoor air quality and are not conducive to a healthy classroom environment.	x		DOH recommendation
S U <input type="checkbox"/> <input type="checkbox"/>	Note: Animals in the classroom are a common cause of indoor air quality problems. If adverse IAQ is a concern, remove all animals from the school until the issue is adequately addressed.			DOH recommendation
O 012 S U <input type="checkbox"/> <input type="checkbox"/>	Parrots, love birds, parakeets and other 'hookbilled' birds shall be prohibited in public schools as per WAC 246-100-176 and 246-100-201.		x	WAC 246-100-176 and 246-100-201.
O 013 S U <input type="checkbox"/> <input type="checkbox"/>	Refer to Appendix F for additional recommendations concerning safety and health issues dealing with animals.	x		DOH recommendation
O 014 S U <input type="checkbox"/> <input type="checkbox"/>	Petting zoos, classroom exhibits and other animal contacts both inside and outside of the classroom should include handwashing facilities with soap and running water, restrict consumption of all food and drinks in areas where animals are present and always require adult supervision.	x		DOH recommendation

P. DISASTER PREPAREDNESS AND EMERGENCY PROCEDURES

Required
Recommended WAC or Other
Code Reference

<p>P 001 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Each school building shall have an emergency plan in place which includes plans for evacuations, lock-downs, and shelter-in-place procedures.</p>		<p>x</p>	<p>UFC 1303.3.1 UFC 1303.3.3</p>
<p>P 002 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Schools shall conduct emergency evacuation (fire) drills at least monthly during the school year. School administrators should consult with their local fire department and county emergency services coordinator for local requirements. Annual review and update of the evacuation plan is required.</p>		<p>x</p>	<p>UFC 1303.3.3.2 UFC 1303.4.3</p>
<p>P 003 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Evacuation routes shall be posted in each classroom as well as in all non-classroom, non-student areas.</p>		<p>x</p>	<p>UFC 1303.4</p>
<p>P 004 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Teachers shall be aware of their responsibilities during an emergency or drill as specified in the local school's emergency evacuation plan.</p>		<p>x</p>	<p>UFC 1303.5</p>
<p>P 005 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Building administrators shall be aware of their WISHA-mandated responsibilities to their employees, as well as their responsibilities to their students, in the event of an actual emergency.</p>		<p>x</p>	<p>WAC 296-24-567 WAC 296-24-500</p>
<p>P 006 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Training shall be provided to staff and students to comply with the school's emergency evacuation plan.</p>		<p>x</p>	<p>UFC 1303.3.3.1</p>
<p>P 007 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Evacuation assembly areas shall be away from public streets and shall be clear of paths of responding emergency vehicles .</p>		<p>x</p>	<p>UFC 1303.3.1</p>
<p>P 008 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>One or more persons shall be assigned to search the building as the building is evacuated.</p>		<p>x</p>	<p>UFC 1303.3.4.1</p>
<p>P 009 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>A written record of each emergency drill should be kept, noting the time taken to evacuate the building and the time necessary for emergency response to reach the building.</p>		<p>x</p>	<p>UFC 1303.6.4</p>
<p>P 010 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Each school should have an administrator contact their local county emergency services coordinator for information on the use of school facilities and resources in the event of an emergency or disaster.</p>	<p>x</p>		<p>DOH recommendation</p>

P. DISASTER PREPAREDNESS AND EMERGENCY PROCEDURES

Required
Recommended WAC or Other
Code Reference

<p>P 011</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Each school administrator should have access to a copy of their local county emergency plan.</p>	<p>x</p>		<p>DOH recommendation</p>
<p>P 012</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>School administrators should be prepared if an emergency requires students/staff to stay in the building for a prolonged period of time; e.g., overnight. Disaster officials recommend sufficient supplies for a 72-hour period.</p>	<p>x</p>		<p>DOH recommendation</p>
<p>P 013</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Each school district and school should have a disaster plan specifically designed for each building which is coordinated with the local county disaster plan.</p>	<p>x</p>		<p>DOH recommendation</p>
<p>P 014</p> <p>S U</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Schools shall have an employee emergency and fire prevention plan.</p>		<p>x</p>	<p>WAC 296-24-567 WAC 296-24-500</p>

Q. INDOOR AIR QUALITY (IAQ)

Required
Recommended WAC or Other
Code Reference

<p>Q 001 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The Environmental Protection Agency (EPA) published "Building Air Quality" in December 1991. It is a guide for building owners and facility managers to diagnose, mitigate and prevent IAQ problems.</p>	<p>x</p>	<p>EPA recommendation</p>
<p>Q 002 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>Information on heating, ventilation and air conditioning (HVAC) operations and maintenance is included in EPA's " Building Air Quality" along with appendices on IAQ measurements, forms and IAQ checklists. This manual is a 'must' for school IAQ maintenance staff.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>Q 003 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The Environmental Protection Agency published the " IAQ, Tools For Schools, Action Kit" in September 1995. It is a guide for IAQ coordinators, health officers, teachers, administrators and school support staff. It includes an IAQ problem solving wheel, coordinators guide, forms, checklists, and a short video tape.</p>	<p>x</p>	<p>EPA recommendation</p>
<p>Q 004 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>DOH and OSPI published the "School IAQ Best Management Practices Manual" (IAQ-BMP)in February 1995. It can be downloaded from the DOH web site at www.doh.wa.gov under "publications." This guide should be consulted by school staff, designers, teachers, government agencies, and parents.</p>	<p>x</p>	<p>DOH recommendation</p>
<p>Q 005 S U <input type="checkbox"/> <input type="checkbox"/></p>	<p>The IAQ-BMP should be adhered to by schools. Use of pesticides by individual teachers should not be permitted. Notification provisions prior to application are of particular importance. Pesticide applications should be by licensed applicators, or under their supervision.</p>	<p>x</p>	<p>DOH recommendation</p>