

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

GENERAL PREPARATIONS

- Complete a checklist for each school building used for instructional purposes (i.e.: regular, preschool; etc) in the district. A checklist is not required for buildings used only for non-instructional purposes (i.e.: administrative offices; maintenance; warehousing, etc.).
- Answer **all** questions on the checklist. If a question does not apply, mark it as “N/A”. Explain all answers marked as “NO”.
- In order to be compliant (i.e.: Pass monitoring):
 - 100% Items: All responses must be scored either “Yes” or “N/A”.
 - 80% Items: You need “Yes” for 80% of the total applicable responses (Total responses = combined “Yes” and “No” answers). For example: You scored: 28 “Yes” and 5 “NO” for a total of 33 responses; 80% of the total scores = 26; you are therefore compliant (pass) because you scored 28 “Yes”. If you had only 24 “Yes” responses, you would not be compliant. (See worksheet on page 5 of the checklist).
- The Chief School Administrator is required to sign the form where indicated on the last page.
- Attached are Appendices provided for your convenience:
 - **Appendix A:** Required Certificates—index, for use in gathering the required certificates.
 - **Appendix B:** Pointers for NJQSAC Facility Monitoring—“cheat sheet” you can share with building staff.
 - **Appendix C:** Required Temporary Facility Approvals—“cheat sheet” of approvals you may be required to have from the County Office.
 - **Appendix D:** Common Fire Code Violations in School Buildings
- In preparation for your NJQSAC Facility Monitoring:
 - **Required Certificates:** Have copies, as applicable (i.e.: fire; boiler; black seal; food; etc.). No need to copy evacuation signage. (See **Appendix A**).
 - **Floor Plans:** Provide 2 copies for each building.
 - **Access to All Rooms During Monitoring:** Arrange to provide.
 - **Prior Years’ Facility Checklists:** Have signed copies of the prior years’ checklist for each building (generally for the two years proceeding the year being monitored) available for review.
 - While beyond the scope of this monitoring, districts may find additional useful information for maintaining a safe environment for its students and staff in the following: “Safe School Manual” at <http://www.nj.gov/education/schools/safeschools/>

CHECKLIST GUIDANCE [Self-explanatory questions are so noted]

100% COMPLIANCE: ADMINISTRATIVE

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.***
 - If no certificate has been issued, the abatement schedule that has been implemented to meet the requirements of the local enforcement authority is available for inspection.
 - Portable fire extinguishers are required to be visually inspected when initially placed in service and at least monthly thereafter [see NFPA 10(98), Sections 4-3.1]. These visual inspections, intended to help ensure that each extinguisher is in its designated place and will operate if needed, can be performed by facility staff.
2. *A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.*
 - If a rating other than satisfactory has been issued, review the abatement schedule that has been implemented to meet the requirements of the health official.
 - Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265)

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

amended section 9(h) of the Richard B. Russell National School Lunch Act regarding food safety inspections required in schools participating in the National School Lunch or School Breakfast Programs.

- Previously, participating schools were required to obtain a minimum of one food safety inspection per school year or comply with the frequency required by local standards. Beginning July 1, 2005 each school must now obtain at least two food safety inspections each school year. The inspections must be conducted by a State or local governmental agency responsible for food safety inspections. More frequent inspections may still be required by State or local governments. In addition, schools must post, in a publicly visible location, a report on the most recent food safety inspection, and provide a copy of the food safety inspection report to a member of the public upon request.

3. *A three year asbestos management plan, as required by A.H.E.R.A., is available including current six month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.*

- <http://www.epa.gov/asbestos/pubs/2003pt763.pdf>
- In 1986, the Asbestos Hazard Emergency Response Act (AHERA; Asbestos-Containing Materials in Schools, 40 CFR Part 763, Subpart E) was signed into law as Title II of TSCA. AHERA requires all schools to develop and implement an asbestos management plan (AMP). All schools are required to maintain an AMP for each of its buildings. These plans are required to include the type and location of any asbestos in the building, regular updates on the condition of the asbestos, and, if applicable, when it was abated.
 - AHERA and associated federal regulations require that asbestos in schools must be re-inspected every three years and updated every six months.
 - Current “AHERA Six Month Periodic Surveillance Inspection” must be on file.
 - An architect or project engineer responsible for the construction of a new school building built after October 12, 1988, or an accredited inspector must sign a statement that no ACM was specified as a building material in any construction document for the building.

4. *An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available. (Self-explanatory)*

5. *Current boiler inspection certificate(s) posted at site of boiler.*

- NJAC 12:90-4.10 Inspection of Boiler
- http://lwd.dol.state.nj.us/labor/lssc/laws/boiler_law.html#90-4.1
- All steam or hot water boilers or similar equipment potentially capable of generating steam shall be inspected and be subjected to a hydrostatic test, if necessary, at least once each year at 12-month intervals. This inspection shall be a complete internal and external inspection as construction conditions will permit. All hot water heating boilers shall be inspected internally at 24-month intervals and shall be inspected externally every 12 months.
- The NJ Department of Labor issues a “Certificate of Inspection” for each pressure vessel inspected. The “Certificate of Inspection” is the document issued by the Chief Inspector indicating that the pressure retaining items meet the requirements.
- NJAC 12:90 establishes the requirements for the maintenance of boiler logbooks. Guidebook for logbooks is located at (http://lwd.dol.state.nj.us/labor/forms_pdfs/lssc/guideline_logbook.pdf)

6. *Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.*

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

- Per NJSA 34:7.1, except in limited situations of emergency, “No unlicensed person shall operate a steam generator, similar equipment potentially capable of generating steam having relief devices set over 15 psig. (pounds per square inch gauge) and rated at or developing over 6 boiler horsepower or a steam power generator, if over 6 horsepower...” Per NJAC 12:90-8.3 (Classification of licenses for operators), “A black seal shall identify a boiler operator”.
- http://lwd.dol.state.nj.us/labor/lssc/laws/boiler_law.html#90-4.1 (Boilers, Pressure Vessels and Refrigerating Plants)

7. *Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.*

- NJSA18A:33-7, NJAC 6A:26-12.4
- District boards of education shall assure the availability of potable drinking water through sanitary means in school facilities or upon school grounds in accordance with the Safe Drinking Water Act.
- Testing of school drinking water quality shall be in accordance with the Safe Drinking Water Act, NJSA 58:12A-1 et seq., the rules promulgated pursuant thereto, NJAC 7:10 and NJAC 6A:26-6, Planning and Construction Standards for School Facilities.

8. *One fire drill and one school security drill are held each month.*

- Per S-3002 (Chapter 178), NJSA 18A:41-1 is amended effective 11/1/2010 as follows:
 - “Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least *one fire drill and one school security drill each month* within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all school, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during school hours. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill.”
- See the Department’s website <http://www.state.nj.us/education/schools/security/drill/> for additional information under:
 - “School Security Drill Guide” for requirements on (1) types of security drills to be held; (2) timing [must hold one within first 15 days of the beginning of the school year]; (3) notification; (4) recordkeeping; (5) type(s) of training; etc.
 - “Security Drill Statement of Assurance” which districts are required to complete, sign and submit annually to the County Office of Education by June 30.

9. *Right To Know Requirements are properly posted and MSDA reporting materials are on file for review.*

- NJAC 5 and 6A
- PEOSH Program Hazardous Communication Standard NJAC 12:100-7
- Public Employers’ and Employees’ “Frequently Asked Questions” <http://www.nj.gov/health/eoh/peoshweb/hcsfaq.pdf>
- Public employers have the responsibility to assist workers in learning about the hazards of the products they work with. The employer must:
 - Complete the Right to Know Survey
 - Label Containers
 - Create and Maintain a Right to Know Central File
 - Post the Right to Know Poster

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

100% COMPLIANCE: EXITS/EXTERIOR

10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.

- NFPA (National Fire Protection Agency) 70 N.E.C. (National Electric Code)

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.

- Uniform Fire Code NJAC 5:70-3.2(a)10,1028.1.1
- Uniform Fire Code NJAC 5:70-3.2(a)10,1028.3
- All accumulations of rubbish, waste, paper, boxes, shavings, or other combustible materials, or excessive storage of any combustible material must be removed or remedied.
- All obstructions to or on fire escapes, stairs, passageways, doors or windows, liable to interfere with the egress of occupants or the operation of the fire department in case of fire are to be removed or remedied.
- Uniform Fire Code NJAC 5:70-3.2(a)2,1028.5 A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice.

b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.

- Uniform Fire Code NJAC 5:70-4.11(d), IBC (International Building Code) 1008.1.9
- Panic hardware is required when the occupancy load, in accordance with IBC, is greater than 50. If there is a lighted exit sign over a door, more than likely it is required to have panic hardware.
- Classrooms having an occupant load greater than 50 must have at least two exit doorways.
- Doors from closed courtyards should be swinging into the corridor and not into the courtyard. If the courtyard is used or is capable of holding more than 50 occupants, the door shall be equipped with panic hardware. These doors should be equipped with a sign on the inside of the building stating "Not an Exit".

100% COMPLIANCE: INTERIOR

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.

- Uniform Fire Code NJAC 5:70-3.1(a)6, 605.6

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.

- Uniform Fire Code NJAC 5:70-3.1(a)6, 605.3 and OSHA regulation 29 CFR 1910.303(g) (1)

14. Instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs etc.

- NJAC 5:23-3.11A and NJAC 6A:26-3.2
- "Unapproved Construction" means not previously approved by the Office of School Facilities Financing. All plans for changes in classroom use, alterations, repairs, construction or installation of new equipment must be reviewed with the New Jersey Department of Education,

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

the Department of Community Affairs, and the local Uniform Construction Code Enforcement Official prior to implementation. NJAC 6A:26-3 lists the types of building construction work requiring Department of Education review and those which are to be submitted to the local construction enforcing agency. Projects which do not require a review for educational adequacy are submitted to the local construction enforcing agency.

- If there is any change in the use of a room (usually non-instructional area changed to instructional area) an Application for Change of Use of Educational Space is Board approved and submitted to the Executive County Superintendent for the required approval.
- Wood shelving material is permitted in storage rooms and closets. Wood furniture cabinets are also permitted. However, storage closets or rooms generally cannot be constructed of wood wall, floor or ceiling construction.
- If wooden wall paneling is anywhere in a school building, the district must obtain a fire rating approval from the local building official. Wood paneling requires a Type 3 or Class 3 rating of 1/4" thickness, with the rating stamped on back. A receipt with the rating is acceptable. Intumescent paint is okay, but it must be applied every year.

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).

- 29 CFR 1910.36(d), 1910.37(b)(4) and Uniform Fire Code NJAC 5:70-3.1(a)10, 1008.1.8.4
- Exit and classroom doors must be maintained so as to provide free and unobstructed exit during school hours. Doors must be unlocked such that the door can be opened from the inside at all times without keys, tools, or special knowledge. No locks, chains or fastenings to prevent free escape from the inside are permitted.
- The BOCA code states that means of egress doors shall not be locked. Chains and orange locking devices do not need to be removed from the doors when the building is occupied if they are not securing the door.
- Corridor doors are not allowed to be propped open by any means, i.e. kick-stops, chocks, chairs, ropes, etc. except if held open with a magnetic hold open, tied into the fire alarm.
- **Door wedges or holding devices are prohibited (NJAC 5:70-3.2)**
- Student lockers may be padlocked for the security of student possessions. All other storage rooms and storage closets cannot have padlocks.

16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.

- NJAC 6A:26-6.2(c)6
- Glazing must be a minimum of 100 square inches, be wire glass or the same materials as the original door when approved and must not be covered.
- OSHA regulation 29 CFR 1910.36(e)(2) requires doors to swing in the direction of travel when an area is occupied by more than 50 people or where there are hazardous operations.
- Plexiglas may be used except in any assembly that requires a fire rating, i.e., classroom doors, corridor windows, stair tower enclosures, etc. Plexiglas may be used in other interior locations and on exterior windows in classrooms, offices, etc., as long as the assembly does not require fire rating. The district should consult their local fire official.

17. Kindergarten and Pre-K toilet requirements are met.

- NJAC 6A:26-6.3(h)4
- An individual toilet room shall be provided in each preschool and kindergarten classroom.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

- Each toilet room shall contain a juvenile size water closet suitable for children's use, equipped with an open front seat with a flood rim height no greater than 14 inches from the floor, and a lavatory (sink) with a flood rim height no greater than 26 inches from the floor.
- If a district is unable to provide for an individual toilet room in each classroom as required, toilet rooms may be provided adjacent to or outside the classroom. The chief school administrator must certify to the county superintendent how the alternate method of compliance shall be addressed, on forms prescribed by the Commissioner. See Appendix C for applicable requests for approval forms.

18. Temporary spaces have required approvals in place.

- NJAC 6A:26-1.2 and 6A:26-8
- “Temporary Facility” means a facility used for educating students on a temporary basis while awaiting completion of a school facilities project that will currently house students. It also means:
 - A facility reviewed and approved by the county superintendent of school and/or the Division as substandard prior to the effective date of the facility code amendment, and a facility approved by the Division, as a temporary facility under the rules in effect on or after that date.
 - Any facility not planned or constructed as a permanent school facility that is rented, leased, or otherwise acquired by a district for use by public school students.
 - A temporary classroom unit, self propelled van or other mobile unit.
- Any temporary facility to be used as a school shall comply with the applicable requirements of the Uniform Construction Code, evidenced by a valid certificate of occupancy for the use.
- County superintendents of schools will annually monitor the temporary facilities of districts for compliance with the standards in the code. See Appendix C for applicable requests for approval forms.

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).

- NFPA 58, dealing with LP Gases section 3-4.6 does not allow the use of gas containers in classrooms.
- A boiler room is a high hazard room and therefore flammables and/or combustibles cannot be stored there. BOCA Code Section 418.3.2, Uniform Fire Code NJAC 5:18-3.29 and NFPA 30 control the storage and handling of flammable and/or combustible liquids.
- Flammable or combustible liquids in quantities less than 10 gallons must be in approved safety containers if the building has automatic sprinklers system installed. Uniform Fire Code NJAC 5:70-313.1. “Approved safety containers” are equipped with spring loaded covers on the spout. These containers are directly related to gasoline and kerosene type products. All other products that are purchased in their original containers are “approved” safety containers.
- Gasoline-powered equipment cannot be stored in boiler rooms, exit stairs, corridors, other parts of any means of egress, including paths within rooms/spaces or in any other space not specifically designed to comply with code requirements for such storage. The fuel tanks must always be emptied and the gasoline stored in approved safety containers outside of the building.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

100 % COMPLIANCE: VOCATIONAL/LABORATORIES

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.***
 - Power equipment is secured to the floor and equipped with required point of operation guards to protect users from injury due to moving parts.
 - Point of operation guards are machinery controls or barriers that prevent operators from placing their fingers or extremities in the area of machine operation (e.g. dual operating control buttons requiring the use of both hands to operate the machine and keeping hands out of the operating area, physical metal/wire mesh screen, plastic/other material barrier type guards). Plexiglas guards may be used.
- b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery.***
 - NJAC 6A:26-6.3(f)1
 - There must be one switch for every 1,000 square feet of floor area, but no less than two and shall have a clear unobstructed access of a minimum of 36 inches.
- 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.***
 - NJAC 6A:26-6.3(f)2
- d. Key-operated electric solenoid shut-off valves on natural gas lines are provided 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.***
 - This item relates to natural gas or LPG gas lines in instructional rooms, labs and shops; these must have an emergency push button shut off valve which requires a key to turn gas back on. This item does not pertain to the main gas service entry into the building.
 - The intent of the code is that the gas can be shut off by the instructor in an emergency situation or when the gas is not being used.
 - A check valve shall be installed in the line supplying gas to each classroom, laboratory, shop or the other area where gas is used by students, except home economics rooms

21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.

- (NJAC 5:18) and OSHA regulation 29 CFR 1910.157
- Each extinguisher must show evidence of inspection on a regular basis (i.e.: generally conducted monthly and the inspections are current through the date of monitoring).

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.***
 - NJAC 6A:26-12.5
 - Each student, staff member and visitor in its schools, including those present for evening adult school programs, must wear appropriate eye protective devices while participating in any educational activities and programs in which caustic or explosive chemicals or materials, hot liquids or solids, molten materials, welding operations of any type, repairing or servicing

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

of vehicles, heat treatment or tempering of metals, the shaping of solid materials and laser device operation and experimentation or any similar process or activity is engaged in, exposure to which might have a tendency to cause damage to the eyes.

b. An emergency eyewash device, with 15 minutes continuous flow, is provided where caustic or corrosive materials are used.

- NJAC 6A:26-12.5 (d)
- Emergency eye wash fountains or similar devices, capable of a minimum 15 minutes continuous flow of eye wash solution shall be provided in classrooms, shops, laboratories or other area where pupils or instructors are exposed to caustic materials that can cause damage to the eyes.

c. An emergency cold-water shower for a chemistry laboratory, if constructed after October 1985.

- NJAC 6A:26-6.3(e)3

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)

- Fume hoods capable of exhausting toxic and offensive vapors to the exterior are provided.

b. For welding operations.

- Local or general exhaust ventilation is operating to remove fumes to the exterior during 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)

- NJAC 6A:26-6.3(b)5
- Power tools and machines in shops which generate dust shall be provided with dust collecting equipment. Such equipment shall be either single or multi-use vacuum packs or a central dust collection system. Installed systems shall comply with National Fire Protection Association (NFPA) Standard 664 "Standards for the Prevention of Fire and Explosion in Wood Processing and Woodworking Facilities" (1998), incorporated herein by reference, as amended and supplemented, and New Jersey Department of Environmental Protection rules at NJAC 7:27-8.

80% COMPLIANCE: EXITS/EXTERIOR

24. No evidence of major exterior building structural damage. Example(s) would include:

- a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels are free of rust and flaking. (Self-explanatory)***
- 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. (Self-explanatory)***

25. All exterior receptacles are GFI protected in accordance with code.

- NFPA 70-210.8

26. 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. (Self-explanatory)

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

27. *Playground area and equipment appear to be in safe operating condition and in compliance with code and district maintains documentation of compliance and regular (annual and/or monthly) inspections.*

- This would include, but not be limited to:
 - Being free of rust, jagged edges and protruding bolt/nut ends
 - Sufficient separation between units to provide safe passage when units are being used
 - Equipment securely anchored with footings which are not exposed, cracked or loose in the ground
 - Certified safety surfacing provided at the base of playground equipment in order to prevent injuries.
 - No evidence of any other hazards present.
- All playground equipment, layout, and surfacing must comply with the U. S. Consumer Product Safety Commission - Public Playground Safety Handbook Publication #325 latest approved revision per NJ Statute. <http://www.cpsc.gov/cpscpub/pubs/325.pdf>
- NJAC 5:23-11 - Playground inspections should be performed by a Certified Playground Safety Inspector. http://www.state.nj.us/dca/divisions/codes/codreg/pdf_regs/njac_5_23_11.pdf

80% COMPLIANCE: INTERIOR

28. *All interior exits and corridors are in good condition; readily accessible; and free of obstructions and/or excessive materials which would hinder exiting. (Self-explanatory)*

29. *Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.*

- The NJUFC and NJUCC, as well as NJAC 6A:26, do not address the mounting height for room fire evacuation diagrams. Common sense should be exercised, based on the grade levels and eye level of room occupants.
- Classrooms having more than 50 occupants need two exits. NJAC 5:70-4.11(d)
- If there are two exits to a corridor from a classroom, both are required to be marked and emergency evacuation procedures posted each exit door. A door that leads directly outside to safety does not require an evacuation diagram.

30. *Doors leading to interior courtyards are clearly marked: "Not an Exit". (Self-explanatory)*

31. *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.(Self-explanatory)*

32. *Stage curtains are flame proof or flame retardant and certificates are on file.*

- I.B.C. 410.3.5

33. *A communication system is installed in each classroom for emergency communication to the main office and/or local authorities.*

- A communication system shall be installed in each classroom to allow for emergency communication to local authorities. Such communication system may be in the form of a telephone system capable of placing 9-1-1 calls.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

34. Electric outlets and/or wiring appear appropriate, including:

a. GFI protection for receptacle(s) within 6 ft of water in accordance with code.

- NFPA 70-210.8

b. Electrical extension cords and surge protectors used appropriately, with extension cords only used for temporary need(s).

- NJAC 5:70-3.2(a)
- *This would include, but not be limited to, reviewing that:*
 - They are not used in place of permanent wiring and are not spliced
 - They are not run through holes in walls, ceilings, floors, doorways, windows or similar openings.
 - They are not concealed behind walls, ceilings or floors
 - Where allowed, do not present a tripping hazard
 - Multi-taps (octopus, t-tap, etc.) are not used.
 - Extension cords are not plugged into each other or into surge protectors (daisy chained)

35. A health unit (nurse's area is provided according to code; secure storage is provided for medical records and medications including refrigerated medications.

- NJAC 6A:26-6.3(b)
- A health unit shall be provided and shall include a nurse's area, a waiting area, an examination area, and a rest area with privacy, drinking water and toilet facilities sized and arranged so that physically disabled persons requiring assistance will also be able to receive such aid.

36. 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.

- NJAC 6A:26-6.3(d)
- Windowless classrooms and other occupied instructional spaces which do not have operable windows equal to at least four percent of the floor space shall be air conditioned, excluding gymnasiums, industrial shops, kitchens, and locker rooms.

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.

- NJAC 6A:26-6.3(g)(1)
- Instructional areas must have a minimum lighting intensity of 50 foot-candles. Note: Drafting, typing and sewing rooms require a 70 foot-candle minimum. Classrooms for the partially sighted also require 70 foot-candles.
- Lens covers may be in the form of plastic lenses, sleeves over fluorescent tubes, egg-crate style or other methods such as "Tough-skin" bulbs which are covered with a special plastic coating that prevents the glass from shattering. All lighting appliances should be secured in a glass globe and wire mesh cage or a similar approved device.

38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.

- The question encompasses elements of the Uniform Fire Code NJAC 5:70-3.1(a)8, 807.1.2, NFPA 1 and 101 as well as health and safety violations not referenced elsewhere on the checklist, including:
 - Excessive decorations or other conditions which are liable to cause or contribute to the spread of fire. Combustible materials are prohibited for decorative purposes in such quantity

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

to constitute a fire hazard unless such material is flame-proofed in an approved manner. Child-prepared artwork and teaching materials that are combustible and are attached to walls should be 10% or less of the wall area. Decorative materials such as curtains, draperies, streamers and fabrics must be noncombustible or flame-proofed. Materials/decorations should not be hanging from ballasts.

- Stoves, microwaves, toasters, hotplates, coffeemakers, refrigerators, portable fans or any other unauthorized equipment or personal furniture in classrooms. The use of such equipment, **if warranted**, (1) should only be by Board or CSA approval and (2) should be used in an appropriately safe manner. Uniform Fire Code NJAC 5:70-3, 104.3
- Ceiling fans are required to have metal guards and 8 feet clearance under NJAC 6A:26-6.3(e)5 unless installation was prior to August 1991 the effective date of the code. Code requires guards on all fans and other moving electrical devices. PEOSHA requires such devices on anything placed eight (8) feet or lower.

39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges. (Self-explanatory)

40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. (Self-explanatory)

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.

42. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping; and/or other hazards. (Self-explanatory)

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.***
 - Uniform Fire Code NJAC 5:70-3.2(a), 3, 315.2.1
 - Storage must be orderly and not within two feet of the ceiling.
 - In sprinkled buildings, storage must be maintained at least 18 inches below sprinkler head deflectors.

44. Student lockers are usable; i.e.: doors, handles and locks are operable. (Self-explanatory)

45. Drinking fountains are provided with sufficient water pressure.

- The National Standard Plumbing Code (NSPC) defines “sufficient pressure” as the pressure required to serve the intended function of the fixture, and is generally meant to be minimum pressure specified by the manufacturer of the fixture.
- Water flow and pressure must be adequate to prevent one from having to come in physical contact with the spout.

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.

- 29 CFR 1910.141(d)(2)(ii) to(iv) and NJAC 6A:26-6.3(h)6

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

- Lavatories are provided with hot and cold running water or tepid water, hand soap and towels/driers.

47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately. (Self-explanatory)

48. Non-instructional areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.

- If locker or shower rooms are not used they can be changed to storage rooms following the proper procedures. First, this is a change-in-use and therefore it requires a full submission to the Office of School Facilities Financing. An architect must be hired to develop the proper plans and specifications. If the school decides that there is no need for locker or shower rooms because of a change in the curriculum, then they can be changed. But if it is decided to keep these rooms then they must be maintained. Plumbing fixtures in locker rooms can be removed if approved by the County Superintendent, if shower rooms are converted to storage.
- All holes in fire rated walls are repaired/replaced with fire rated material. Uniform Fire Code NJAC 5:70-3.703.1. This would include walls on the hallway side of a room, or next to a boiler room, or stairwell.

80% COMPLIANCE: VOCATIONAL/LABORATORIES

49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.

- Acid cabinets should have bung openings for possible venting; prudently, such venting should be directed in a manner to avoid vented materials reentering occupied interior rooms/spaces. This also applies to combustible and flammable liquid cabinets.

50. Required space is available for the safe operation of machinery

- Recommendation: A minimum of three feet between machines.
- Safe operation zones, in between equipment: consideration should be given to clearly mark out these no encroachment areas with warning tape or contrasting paint on the floor.

51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position. (Self-explanatory)

52. Floor(s) and aisles in all shops are free of slipping and tripping hazards. (Self-explanatory)

53. “Eye Hazard Area-Wear Your Eye Protection” signs are posted. (Self-explanatory)

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. (Self-explanatory)**
- b. Personal protective equipment (goggles, aprons, etc.) for welding operations are provided. (Self-explanatory)**

55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place. Uniform Fire Code NJAC 5:70-3,3003.5.3

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

- 56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.***
- Fuel gas cylinders could include acetylene tanks and similar flammable/ combustible/explosive gases; but not propane.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

- **APPENDIX A: REQUIRED CERTIFICATES; POSTINGS; etc.**

District:	Date:
------------------	--------------

		Ref (a)	School	School	School
A	Generally Required of All Districts				
1	Current Fire Inspection Certificate (current)	1			
2	Fire Extinguisher Service (annual and monthly checks)	1			
3	Certificate of Occupancy (for off-site temporary facilities)	21			
4	Current Health Inspection Report	2			
5	Asbestos Management Plan per A.H.E.R.A. (current & approved)	3			
6	Annual Inspection by D.E.P. (re. Sewage Treatment Plant), if applicable	4			
7	Current Annual Boiler Inspection Certificate	5			
8	Current Boiler Operator License ("Black Seal")	6			
9	Current Water Inspection	7			
10	Current Water Management License, if applicable	7			
11	Fire and School Security Drills Records (One each per month per bldg)	8			
12	Right to Know Implemented & Properly Posted in Building	9 *			
12	PEOSHA Posters	9 *			
13	DEP certification # (for fertilizer & insect controls)	9			
14	Labor Department Posters	9			
15	Temp Use/Dual Use/Change of Use/etc. Approvals.	18; 48			
16	Play Ground Equipment: Evidence of Regular Inspections	27			
17	Evacuation Procedures and/or Signage Properly Posted in Building, including: "not an exit"; "utility room(s)"; "storage room(s)"; "smoke door must remain closed"; etc.	29; 30*			
18	Drapery Fire Retardant Treatment Certificate	32			
19	"Eye Hazard Area-Wear Your Eye Protection" Signage or equiv.	53 *			
20	Educational Facilities Manager Certification				
B	Required, IF APPLICABLE, Depending on Circumstances				
1	Pool Managers Certification	2			
2	Elevator/Chair Lift Inspection (If building has such equipment)				
3	Emergency Generator Test/Load records				
4	Alternate Bathroom Plan, (Pre-K & K classrooms w/o bathrooms)	17			

* Copies not needed, but certificate/signage should be posted in the building.

(a) Reference to: "Annual Facilities Checklists—Health and Safety Evaluation of School Buildings", version 08/01/2012

Applicable copies of these certificates should be filed in a binder per building, with copies available to State monitors.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

APPENDIX B – GENERAL POINTERS FOR FACILITY MONITORING

For your convenience, summarized below are areas of concern from past facility walkthroughs that you should consider, as applicable, in preparing for this aspect of your upcoming QSAC monitoring. Facility walkthroughs will be conducted using the “Annual Facilities Checklist: Health and Safety Evaluation of School Buildings but remember: *The major emphasis is always for the health and safety of your students and staff, irrespective of a specific Statute or Code.* Best wishes on your preparation for facility monitoring.

1. Regular Classrooms:

- **Key Concerns:** Adequate lighting (all lamps working and covered); proper desk spacing/no blockage; evacuation signage posted at appropriate height; evacuation is via most direct route to hallway [and not through adjacent rooms]; floors covered with durable material, with no holes or other slipping and/or tripping hazards; proper chalkboard; emergency communication system to main office and/or local authorities; view panel in doors; shelving over 6 feet properly anchored; nothing stored within 24 inches from ceilings (but within 18 inches from sprinkle head deflectors in buildings with sprinkler systems) of ceiling; tiles intact; no evidence of water leaks (i.e.: water stains); occupancy appears within acceptable limits; uni-vents are not blocked and operating; no unauthorized and/or potentially hazardous materials/equipment in the rooms [i.e. excessive decorations; materials hanging from light fixtures; hot stoves; microwaves; refrigerators; mobile fans; etc.].

2. Pre-School/Kindergarten Rooms:

- **Key Concerns:** Same as regular classrooms, but with checks for age-appropriate bathrooms in each room or if not, a Board and County Office approved alternative bathroom plan to properly escort children to and from bathrooms that are within near proximity to these classroom(s).

3. Auditoriums/Stages:

- **Key Concerns:** Evacuation [emergency lights] in place for occupancy over 50; stage; no clutter or storage creating a potential fire hazard ; no blocked exits; curtains show evidence of fire retardation treatment and/or appropriate certificates on file; fire extinguishers in place; access to catwalk (if present) is controlled.

4. Art Rooms:

- **Key Concerns:** Same as regular classrooms, but with checks for sink facilities and drain traps; for kilns: have readily accessible emergency shut-off; vented to outside; located at least 36 inches from all combustibles.

5. Computer (P.C.) Labs/Music Rooms:

- **Key Concerns:** Same as regular classrooms, but emphasis on wiring, particularly for tripping hazards or multi-linked surge protectors; environmental conditions [i.e.: control over heat build-up].

6. Science Classrooms:

- **Key Concerns:** Same as regular classrooms, but emphasis on checking for emergency gas shut-offs; proper storage and venting of chemicals and plans for their safe disposal; proper goggles and appropriate provisions for their sanitation; working eye-wash [minimum 15 minutes continuous flow]; working emergency shower in chemistry labs

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

7. Shops:

- **General Key Concerns For All Shops:** Same as regular classrooms, but with greater emphasis on room safety [i.e.: spacing between equipment; guards on machines; slip-free stripping on the floors; moveable equipment properly secured; adequate emergency power shut-off; goggles (availability and appropriate provision for their sanitization)].
- **Wood Shops:** Evidence of a dust collecting system.
- **Auto Shops:** Adequacy of car lifts; exhaust systems; chemical disposal.

8. Playgrounds: Equipment appear safe [i.e.: no evidence of rust; breakage; etc.]; adequate ground surface; evidence of regular inspections.

9. Nurses' Offices:

- **Key Concerns:** General adequacy of the room for its intended purpose [i.e.: bathroom; sink; privacy as needed]; adequacy of security over medications & students' records; availability of epi-pens for emergencies.

10. Kitchens/Cafeterias:

- **Key Concerns:** General safety [i.e.: fire extinguishers; fire suppression system over stove; adequate equipment spacing/evacuation routes]; evidence of current health inspection visibly posted for view by customers; no chemicals stored with/near food; adequate emergency egress from walk-in freezers and/or refrigerators.

11. Elevators/Chair Lifts (if present):

- **Key Concerns:** Evidence of semi-annual inspections; elevators: working emergency communication system.

12. Electrical Rooms:

- **Key Concerns:** No clutter; no combustibles within 36 inches of electric or heat sources.

13. Storage Closets:

- **General:** Shelving properly secured; no clutter; proper evacuation routes; no combustibles within 36 inches of fire or electric sources; etc.; floor cleared to provide easy/safe access to rooms and shelves
- **Custodian Closets:** Chemicals properly labeled; secured; are purchased by the district; proper chemical disposal plans.

14. Boiler Rooms:

- **Key Concerns:** General safety of the room [i.e.: easy emergency egress; no clutter; no combustibles within 36 inches of fire or electric sources; etc.]; current boiler inspection certificates and/or Black Seal certificates properly posted as required; up-to-date maintenance/service logs; no gasoline engine equipment stored.

15. General Building—Interior and Exterior:

- **General Key Concerns:**
 - Current fire inspection certificate;
 - Right to Know notices properly posted and evidence of staff training;
 - Current approved asbestos management plan, as required by A.H.E.R.A., is available.
 - Evidence of at least one fire drill and one security in each school building per month;

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

- Fire extinguishers available and evidence of monthly inspections by district staff and yearly inspections recharging/servicing; clearance of 36 inches; glass panel in place and not cracked
- Current County Office approvals for all temporary facilities/dual use rooms;
- Interior(s) appear clean/orderly; no evidence of leaks; ceiling and floor tiles in place; no tripping hazards;
- Bathrooms available and working properly; doors are not held open so as to eliminate privacy;
- Water fountains available; clean; and working properly with sufficient pressure;
- Stairs appear safe; doors at each level have smoke doors which are closed and labeled
- For newer buildings: Appear to provide for handicap students/staff;
- Grounds/play areas show no evidence of hazards (i.e.: holes; drainage problems, etc.)
- Outside building shows no evidence of cracked side walks, building deterioration; other hazards

16. Other Preparatory Steps:

- **Required Certificates:** Have copies, as applicable (i.e.: fire; boiler; Black Seal; health inspections; fire drills, school security drills; etc.). No need to copy evacuation signage. [See Appendix A for listing]
- **Floor Plans:** Provide 2 copies for each building to be monitored.
- **Access to All Rooms:** Ensure that ALL rooms can be accessed during monitoring.
- **Facility Checklists:** Ensure that a completed and signed checklist is available at time of monitoring

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

APPENDIX C - REQUIRED TEMPORARY FACILITY APPROVALS

Application Form Name/Title	Intended Purpose(s)
<ul style="list-style-type: none">• Application for Change of Use of Educational Space	Room changes (generally from non-instructional to instructional); may also require local building permits.
<ul style="list-style-type: none">• Toilet Room Facilities for Early Intervention, Pre-Kindergarten, Kindergarten Classrooms	Alternative plan to provide bathroom facilities for such students in classrooms without bathrooms.
<ul style="list-style-type: none">• Initial Application for Temporary Instructional Space	Any use of space, not initially or intended for school activities, including rental facilities, trailers, etc.
<ul style="list-style-type: none">• Renewal Application for Temporary Instructional Space	Any use of space, not initially or intended for school activities, including rental facilities, trailers, etc.; renewals generally limited to three (3) years.
<ul style="list-style-type: none">• Application for Dual Use of Educational Space	Generally where two small group classes of similar nature are operating simultaneously within the same space.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

APPENDIX D - COMMON FIRE CODE VIOLATIONS IN SCHOOL BUILDINGS

Common Violations		Code Ref *
Fire Alarm System	1	Furnish affidavit of annual fire alarm system inspection and test.
	2	Fire alarm system not operable.
	3	Basement inaccessible from ground level. Sprinkler and/or fire alarm system required.
Sprinkler/ Standpipe	4	Furnish affidavit of annual sprinkler system inspection and test.
	5	Identify FDC with a white sign with red 1" letters stating "
	6	Fire Department connection must be maintained without any obstructions.
	7	Threads for F.D. connection and standpipe to be uniform with the Fire Department's.
Extinguishers	8	Fire extinguishers due for annual inspection.
	9	Fire extinguishers not in proper location.
	10	Insufficient quantity of extinguishers.
Exit Doors	11	Repair/maintain egress doors, their components and corridor leading to same.
	12	Door to be self closing.
	13	Shall be operable from the inside without the use of key or other special effort.
	14	Repair/maintain fire escapes and similar components
	15	Door may be mistaken for an exit. Shall be properly identified as to its purpose
	16	Exit sign not operable.
	17	Emergency lighting not operable.
	18	Exit is required to have approved internally illuminated exit sign.
	19	Emergency lighting required.
	20	Storage shall be removed from means of egress
	21	Test and maintain a monthly report of all emergency lights and exit signs
Storage	22	Approved hazardous materials storage cabinet required
	23	No storage within 18" of sprinkler head
	24	Outside storage not more than 20' high & not less than 15' from any building.
Electrical	25	Power strips must not be piggy backed
	26	Remove all storage from all electrical service equipment
	27	Replace multi-plug adapters & un-fused plug strips with permanent outlets.
	28	Remove all extension cords used for permanent wiring.
	29	Open junction box. Cover with approved cover.

FACILITIES CHECKLIST INSTRUCTIONS & GUIDANCE

Heating System	30	Chimneys, vents and connecting pipes should be clean and in working order.	NJAC 5:70-3,603.6
	31	No storage within 36" of heating equipment	NJAC 5:70-3,315.2.
Cooking	32	Kitchen suppression system due for six month inspection.	NJAC 5:70-3,904.5.1
	33	Kitchen exhaust system needs cleaning.	NJAC 5:70-3,609.2
Miscellaneous	34	Repair/replace all openings in fire-rated walls/ceilings.	NJAC 5:70-3,703.1
	35	Compressed gas cylinders must be chained and secured from falling.	NJAC 5:70-3,3003.5.3
	36	Monthly fire drill log to be maintained with a current copy submitted to the LEA	NJAC 5:70-3,405.2
	37	The hanging of decorative material from a fire rated ceiling is prohibited	NJAC 5:70-3,405.2
	38	Truss roof marking required.	NJAC 5:70-2.20(a)1
	39	Signage required identifying utility and storage rooms	NJAC 5:70-3,510.1
	40	Failure to notify the fire department of a fire	NJAC 5:70-3,401.3
	41	Electrical appliances and fixtures shall be tested and utilized according to laboratory tests	NJAC 5:70-3,104.3

*** Code Reference: To “Uniform Fire Code”**