

GLASSBORO SCHOOL DISTRICT
QSAC Condition of School Facilities
October 8, 2014

V. Condition of School Facilities (N.J.A.C. 6A:26-8.1)

A. Substandard Approval (N.J.A.C. 6A:26-8.1)

During the 2013-14 School Year the district did not request any substandard approvals.

B. Projects for 2013-14

1. High School	
Repaired gymnasium bleachers	\$ 8,855
Painted gymnasium	\$14,300
Repaired toilets and drainage branch piping	\$ 9,800
2. Intermediate School	
Repaired chiller	\$ 6,084
Repaired stand up generator	\$ 3,800
3. Bowe School	
Floor tile – Rooms C-116 and C-143	\$ 1,898
4. Rodgers School	
Repaired underground heating supply	\$ 8,740
Repaired air conditioning condenser unit	\$ 3,035
Repaired heating boiler	\$ 4,047

C. Comprehensive Maintenance Summary

The District continued with implementation of the Comprehensive Maintenance Plan within budgetary constraints. Both corrective and preventive measures were taken which included both exterior and interior items. The Comprehensive Maintenance Plan is the responsibility of the Supervisor of Buildings and Grounds, under the direction of the Business Administrator. The Board of Education approval date is 10/15/14.

Glassboro Board of Education
Comprehensive Maintenance Plan Resolution – 10/15/14
Submission of Comprehensive Maintenance Plan

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Glassboro School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Glassboro School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Glassboro School District in compliance with Department of Education requirements.

D. Long Range Facilities Plan

The District's Long Range Facilities Plan (LRFP) was approved by the Board of Education on September 28, 2005. Upon Board approval, the plan was submitted to the Department of Education. The plan is currently under modification by the Board architect in order to add all known projects with the district. The plan was developed by school district personnel with the assistance of the Board appointed architect, Fraytak Veisz Hopkins Duthie, P.C.

E. Annual Maintenance Reserve Deposit Worksheet

The Annual Maintenance Reserve Deposit Worksheet was filed within the QAAR as per N.J.A.C. 6:24 (document attached)

F. Maximum Capital Reserve Amount

The Glassboro School District has renovation projects for five facilities identified in its 2005-2010 Long Range Facilities Plan. These projects have an estimated total cost over the five year period of \$7,001,392. The estimate funds anticipated from the New Jersey Department of Education is \$3,230,053. Accordingly, the estimated local share of these projects is \$3,771,339. In addition, the estimated maximum amount that the Glassboro School District may deposit in its capital reserve funds for the 2013-14 School Year is \$3,771,339. (document attached)

G. Status of Required Annual Health and Safety Review

All required inspections were completed by the necessary inspection agencies to insure compliance. Certifications were issued and are posted in each facility (Fire Certificates, Right to Know Certificates, Sanitary Inspection Reports for Kitchens, Asbestos Management, and Boiler Inspections). The New Jersey Department of Education Health and Safety Checklists were utilized during an inspection of each building and corrective actions were performed, as needed (documents attached)

GLASSBORO PUBLIC SCHOOLS

1730

Comprehensive Maintenance Plan Report

Actual FY 14-- Current FY 15-- Planned FY 16

School Name	13-14 Actual	14-15 Budgeted	15-16 Planned
High School			
School Number 50	\$106,177	\$66,891	\$68,229
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.
Intermediate School			
School Number 78	\$53,973	\$46,363	\$47,290
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.
Thomas E. Bowe			
School Number 90	\$21,148	\$26,758	\$27,293
	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.	Localized repairs, pointing, water proofing. Repair, replace frames, sash, caulk, etc. Prepare and paint walls, patch plaster. Inspect, repair, service valves, seals, etc. Repair piping or insulation, Chemical water treatment, Roof Repairs Annual service and inspection of all sys.

**Dorothy L. Bullock
School Number 65**

\$34,680

Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.
Repair piping or insulation,
Chemical water treatment,
Annual service and Inspection of all sys.

\$37,248

Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.
Repair piping or insulation,
Chemical water treatment,
Roof Repairs
Annual service and Inspection of all sys.

\$45,882

Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.
Repair piping or insulation,
Chemical water treatment,
Annual service and Inspection of all sys.

\$26,678

Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.
Repair piping or insulation,
Chemical water treatment,
Roof Repairs
Annual service and Inspection of all sys.

\$46,800

Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.
Repair piping or insulation,
Chemical water treatment,
Annual service and Inspection of all sys.

\$27,212

Localized repairs, pointing, water proofing.
Repair, replace frames, sash, caulk, etc.
Prepare and paint walls, patch plaster.
Inspect, repair, service valves, seals, etc.
Repair piping or insulation,
Chemical water treatment,
Roof Repairs
Annual service and Inspection of all sys.

Totals All Schools

\$253,226

\$212,572

\$216,824

Estimated LRFP Project Cost, Estimated State Share & Estimated Local Share Calculation Worksheet

1. Select District Number

2. Fill in the yellow boxes from LRFP website section 5 "Long Range Facility Plan Report"

Select District Number >> 1730 District >> GLASSBORO

01-02 & 02-03 DAP	01-02 & 02-03 DAP x 1.15	01-02 & 02-03 DAP x 1.15 or 40%, whichever is greater			53.3656%	Estimated total local monies needed to implement the capital projects
40.1169%	46.1344%	46.1344%	46.1344%	46.1344%	53.3656%	53.3656%
LRFP Fiscal year	(1) LRFP project costs for the first 5 years	(2) Estimated ineligible project costs	(3) Estimated Other capital project costs	Total Estimated project costs eligible for State Aid	Estimated State Share of eligible costs	Estimated Local Share of eligible costs
Year 1	\$ -	\$ (422,500.00)	\$ 422,500.00	\$ -	\$ -	\$ -
Year 2	\$ 1,529,905.00	\$ (359,320.00)	\$ 359,320.00	\$ 1,529,905.00	\$ 705,813.03	\$ 824,091.97
Year 3	\$ 2,181,915.00	\$ (997,100.00)	\$ 997,100.00	\$ 2,181,915.00	\$ 1,006,614.16	\$ 1,175,300.84
Year 4	\$ 1,839,682.00	\$ -	\$ -	\$ 1,839,682.00	\$ 848,726.90	\$ 990,955.10
Year 5	\$ 1,449,890.00	\$ -	\$ -	\$ 1,449,890.00	\$ 668,898.56	\$ 780,991.44
	\$ 7,001,392.00	\$ (1,778,920.00)	\$ 1,778,920.00	\$ 7,001,392.00	\$ 3,230,052.64	\$ 3,771,339.36

(1) The above information can be obtained from the district's approved LRFP or FMP (for Abbott districts)

District to populate the "yellow" cell that correspond with each year as identified in the approved LRFP or FMP

(2) The district shall make a determination based on EFCFA and the DOE regulation if there is a part of a school facilities project will be ineligible for state funding (i.e. extra GSF beyond the FES, extra GSF that not covered by number of unhouesd students, spaces that not part of the FES,.....) the district determination for the propose of populating this table is just an estimate the final determination will conducted by the DOE at the time of project submission and review.

(3) The district shall make a determination of any projects for this particular year are anticipated to be undertaken by the district and completely funded by the district and will be submitted to the DOE as an Other Capital Project and will not be eligible for state funding.

GLASSBORO PUBLIC SCHOOLS
1730
Comprehensive Maintenance Plan
Report
October 8, 2014

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Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Glassboro School District are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now, Therefore Be It Resolved, that the Glassboro School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Glassboro School District in compliance with Department of Education requirements.

District Name		District Number													1730
Glassboro		Actual Expenditure by Building													P
A	B	C	F	G	H	I	J	K	L	M	N	O	P		
	School Number	Gross Building Area (GSF)	FY 05-06	FY 06-07	FY 07-08	FY 08-09	FY 09-10	FY 11-12	FY 10-11	FY 12-13	FY 13-14	Budgeted Amount	Total		
High School	050	181,002	\$ 91,914	\$ 84,786	\$ 59,154	\$ 54,168	\$ 72,096	\$ 70,906	\$ 100,072	\$ 81,890	\$ 73,163	\$ 66,891	\$ 755,040		
Intermediate School	078	44,764	\$ 59,047	\$ 47,775	\$ 39,017	\$ 43,561	\$ 40,878	\$ 44,128	\$ 67,500	\$ 46,429	\$ 49,750	\$ 46,363	\$ 484,428		
Bowle School	090	60,272	\$ 38,311	\$ 34,857	\$ 19,122	\$ 22,846	\$ 23,169	\$ 25,877	\$ 23,325	\$ 27,518	\$ 32,250	\$ 26,758	\$ 274,033		
Bullock School	065	84,000	\$ 64,054	\$ 61,322	\$ 40,341	\$ 36,408	\$ 39,850	\$ 44,110	\$ 73,998	\$ 52,863	\$ 47,242	\$ 45,882	\$ 506,070		
Rodgers School	080	38,059	\$ 42,032	\$ 37,602	\$ 22,298	\$ 21,968	\$ 22,540	\$ 20,114	\$ 32,504	\$ 20,920	\$ 22,978	\$ 26,678	\$ 269,634		
Bismere School	999	5,338	\$ 1,080	\$ 1,500	\$ 1,500	\$ 2,581	\$ 3,591	\$ 4,791	\$ 1,915	\$ -	\$ -	\$ -	\$ 16,958		
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District Total			\$ 296,438	\$ 267,842	\$ 181,432	\$ 181,532	\$ 202,124	\$ 209,926	\$ 299,314	\$ 229,620	\$ 225,363	\$ 212,572	\$ 2,306,163		
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ANNUAL FACILITIES CHECKLIST
HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS

COUNTY: GLoucester DISTRICT: GLASSBORO
 SCHOOL BUILDING: GLASSBORO HIGH SCHOOL SCHOOL YEAR: 2014 - 2015
 COMPLETED BY: DREW SOLE DATE: AUGUST 25, 2014

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

100% COMPLIANCE				
CURRENT LICENSES AND CERTIFICATES	YES	NO	N/A	VIOLATION LOCATION
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. (or current violation inspection is available)	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler	✓			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	✓			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.	✓			
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]	✓			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	✓			
EXITS/EXTERIOR				
10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
11. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			
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.	✓			
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.	✓			

100% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
14. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	✓			
100% COMPLIANCE				
INTERIOR (Continued)				
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).	✓			
16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.	✓			
17. Kindergarten and Pre-K toilet requirements are met.			✓	
18. Temporary (leased buildings or TCUs - 6A:26-3.13), Dual Use and Change of Use spaces have required approvals in place.			✓	
19. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e.: in properly rated cabinets; <u>NOT</u> in boiler room/hazardous areas).	✓			
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. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.	✓			
21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	✓			
22. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985.	✓			

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100% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
VOCATIONAL/LABORATORIES continued				
23. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation 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	✓			
100% ITEMS TOTAL	20	0	3	

80% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
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 appear free of rust and flaking. 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.	✓			
25. All exterior receptacles are GFI protected in accordance with code.	✓			
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.	✓			
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 inspections.			✓	
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.	✓			
29. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
30. Doors leading to interior courtyards are clearly marked: "Not an Exit"	✓			
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	✓			
32. Stage curtains are flame proof or flame retardant and certificates are on file.	✓			

80% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
33. A communication system is installed in each classroom to allow for communication to the main office and/or local authorities.	✓			
34. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s).	✓			
35. A health unit (nurse's area) is provided according to code; secure storage is provided for medical records and medications, including refrigerated medications.	✓			
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.	✓			
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.	✓			
38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.	✓			
39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges.	✓			
40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage.	✓			
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.	✓			
43. Supplies and materials are neatly and appropriately stored: 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. c. Storage is organized to allow safe access through space.	✓			
44. Student lockers are usable; i.e.: doors, handles and locks are operable.	✓			
45. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available.	✓			
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.	✓			
47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	✓			
48. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	✓			

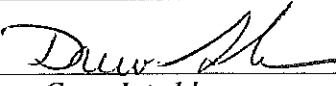
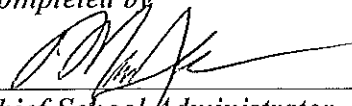
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80% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
VOCATIONAL/LABORATORIES				
49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	✓			
50. Required space is available for the safe operation of machinery			✓	
51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
52. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			✓	
53. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.			✓	
54. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			✓	
55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
80% ITEMS TOTAL	25	0	8	

Categories:	100%	80%	Total
Maximum # of Questions:	23	33	56

100% COMPLIANCE	SCORES	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of NO responses	0	<input checked="" type="checkbox"/> COMPLIANT (No exceptions) [] NONCOMPLIANT (Exceptions)

80% COMPLIANCE	SCORES	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses	25	<input checked="" type="checkbox"/> COMPLIANT Line #a is <u>greater than</u> Line #d <input type="checkbox"/> NONCOMPLIANT Line #a is <u>less than</u> Line #d
b. # of NO responses	0	
c. Subtotal [(a)+(b)]	25	
d. Multiply [(c) x 80%]	20	

LEA SIGNATURES:		
	8/25/14	SUPERV. OF BLDGS. & GRNDS.
Completed by	Date	Title
	10/2/14	
Chief School Administrator	Date	

ANNUAL FACILITIES CHECKLIST

HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS

COUNTY: GLOUCESTER DISTRICT: GLASSBORO
 SCHOOL BUILDING: GLASSBORO INTERMEDIATE SCHOOL YEAR: 2014-2015
 COMPLETED BY: DREW SOLE DATE: AUGUST 26, 2014

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

100% COMPLIANCE				
CURRENT LICENSES AND CERTIFICATES	YES	NO	N/A	VIOLATION LOCATION
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. (or current violation inspection is available)	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler	✓			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	✓			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.	✓			
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]	✓			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	✓			
EXITS/EXTERIOR				
10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
11. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			
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.	✓			
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.	✓			

100% COMPLIANCE				
	YES	NO	N/A	VIOLATION LOCATION
14. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	✓			
100% COMPLIANCE				
INTERIOR (Continued)				
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).	✓			
16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.	✓			
17. Kindergarten and Pre-K toilet requirements are met.			✓	
18. Temporary (leased buildings or TCUs - 6A:26-3.13), Dual Use and Change of Use spaces have required approvals in place.			✓	
19. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> 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).			✓	
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. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.	✓			
21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.	✓			
22. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985.	✓			

Continued on next page...

100% COMPLIANCE				
VOCATIONAL/LABORATORIES continued	YES	NO	N/A	VIOLATION LOCATION
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: <ul style="list-style-type: none"> a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: <ul style="list-style-type: none"> 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation 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 	✓			
100% ITEMS TOTAL	19	0	4	

80% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
24. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. 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. 		✓		LINTELS ABOVE WINDOWS - RUSTY
25. All exterior receptacles are GFI protected in accordance with code.	✓			
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.	✓			
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 inspections.			✓	
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.	✓			
29. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
30. Doors leading to interior courtyards are clearly marked: "Not an Exit"	✓			
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	✓			
32. Stage curtains are flame proof or flame retardant and certificates are on file.			✓	

80% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
33. A communication system is installed in each classroom to allow for communication to the main office and/or local authorities.	✓			
34. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s).	✓			
35. A health unit (nurse's area) is provided according to code; secure storage is provided for medical records and medications, including refrigerated medications.	✓			
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.	✓			
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.	✓			
38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.	✓			
39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges.	✓			
40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage.		✓		STAIRWELLS & 2ND FLOOR STAIRWELL CEILING.
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.	✓			
43. Supplies and materials are neatly and appropriately stored: 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. c. Storage is organized to allow safe access through space.	✓			
44. Student lockers are usable; i.e.: doors, handles and locks are operable.	✓			
45. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available.	✓			
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.	✓			
47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	✓			
48. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	✓			

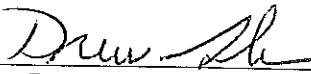

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80% COMPLIANCE				
VOCATIONAL/LABORATORIES	YES	NO	N/A	VIOLATION LOCATION
49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.	✓			
50. Required space is available for the safe operation of machinery			✓	
51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
52. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			✓	
53. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.			✓	
54. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			✓	
55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
80% ITEMS TOTAL	22	2	9	

Categories:	100%	80%	Total
Maximum # of Questions:	23	33	56

100% COMPLIANCE	SCORES	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of NO responses	0	<input checked="" type="checkbox"/> COMPLIANT (No exceptions) [] NONCOMPLIANT (Exceptions)

80% COMPLIANCE	SCORES	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses	22	<input checked="" type="checkbox"/> COMPLIANT Line #a is <u>greater than</u> Line #d <input type="checkbox"/> NONCOMPLIANT Line #a is <u>less than</u> Line #d
b. # of NO responses	2	
c. Subtotal [(a)+(b)]	24	
d. Multiply [(c) x 80%]	19	

LEA SIGNATURES:		
	8/26/14	SUPERV. OF BLDGS. & GRNDS.
Completed by	Date	Title
	10/2/14	
Chief School Administrator	Date	

ANNUAL FACILITIES CHECKLIST

HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS

COUNTY: GLoucester DISTRICT: GLASSBORO
 SCHOOL BUILDING: THOMAS BOWE SCHOOL SCHOOL YEAR: 2014 - 2015
 COMPLETED BY: DREW SOLE DATE: AUGUST 28, 2014

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

100% COMPLIANCE

CURRENT LICENSES AND CERTIFICATES	YES	NO	N/A	VIOLATION LOCATION
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. (or current violation inspection is available)	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler	✓			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.			✓	
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.	✓			
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]	✓			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	✓			
EXITS/EXTERIOR				
10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
11. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			
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.	✓			
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.	✓			

100% COMPLIANCE				
	YES	NO	N/A	VIOLATION LOCATION
14. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	✓			
100% COMPLIANCE				
INTERIOR (Continued)				
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).	✓			
16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.	✓			
17. Kindergarten and Pre-K toilet requirements are met.			✓	
18. Temporary (leased buildings or TCUs - 6A:26-3.13), Dual Use and Change of Use spaces have required approvals in place.			✓	
19. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> 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).			✓	
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. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.	✓			
21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.			✓	
22. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985.			✓	

Continued on next page...

100% COMPLIANCE				
VOCATIONAL/LABORATORIES continued	YES	NO	N/A	VIOLATION LOCATION
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: <ul style="list-style-type: none"> a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: <ul style="list-style-type: none"> 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation ✓ 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 				
100% ITEMS TOTAL	16	0	7	

80% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
24. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. 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. 	✓			
25. All exterior receptacles are GFI protected in accordance with code.	✓			
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.	✓			
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 inspections.	✓			
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.	✓			
29. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
30. Doors leading to interior courtyards are clearly marked: "Not an Exit"	✓			
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			✓	
32. Stage curtains are flame proof or flame retardant and certificates are on file.			✓	

80% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
33. A communication system is installed in each classroom to allow for communication to the main office and/or local authorities.	✓			
34. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s).	✓			
35. A health unit (nurse's area) is provided according to code; secure storage is provided for medical records and medications, including refrigerated medications.	✓			
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.	✓			
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.	✓			
38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.	✓			
39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges.	✓			
40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage.	✓			
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.	✓			
43. Supplies and materials are neatly and appropriately stored: 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. c. Storage is organized to allow safe access through space.	✓			
44. Student lockers are usable; i.e.: doors, handles and locks are operable.	✓			
45. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available.	✓			
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.	✓			
47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	✓			
48. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	✓			

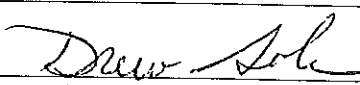
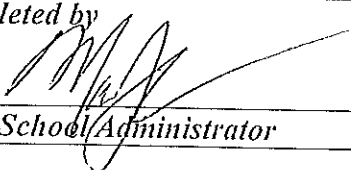
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80% COMPLIANCE				
VOCATIONAL/LABORATORIES	YES	NO	N/A	VIOLATION LOCATION
49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.			✓	
50. Required space is available for the safe operation of machinery			✓	
51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
52. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			✓	
53. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.			✓	
54. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			✓	
55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
80% ITEMS TOTAL	23	0	10	

Categories:	100%	80%	Total
Maximum # of Questions:	23	33	56

100% COMPLIANCE	SCORES	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of NO responses	0	<input checked="" type="checkbox"/> COMPLIANT (No exceptions) [] NONCOMPLIANT (Exceptions)

80% COMPLIANCE	SCORES	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses	23	<input checked="" type="checkbox"/> COMPLIANT Line #a is <u>greater than</u> Line #d <input type="checkbox"/> NONCOMPLIANT Line #a is <u>less than</u> Line #d
b. # of NO responses	0	
c. Subtotal [(a)+(b)]	23	
d. Multiply [(c) x 80%]	18	

LEA SIGNATURES:		
	<u>8/28/14</u>	<u>SUPERV. OF BLDGS. & GRNDS.</u>
Completed by	Date	Title
	<u>10/2/14</u>	
Chief School Administrator	Date	

ANNUAL FACILITIES CHECKLIST

HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS

COUNTY: GLOUCESTER DISTRICT: GLASSBORO
 SCHOOL BUILDING: DOROTHY BULLOCK SCHOOL SCHOOL YEAR: 2014-2015
 COMPLETED BY: DREW SOLE DATE: AUGUST 26, 2014

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

100% COMPLIANCE				
CURRENT LICENSES AND CERTIFICATES	YES	NO	N/A	VIOLATION LOCATION
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. (or current violation inspection is available)	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.			✓	
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler	✓			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	✓			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.	✓			
8. One fire drill and one school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]	✓			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	✓			
EXITS/EXTERIOR				
10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
11. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			
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.	✓			
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.	✓			

100% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
14. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	✓			
100% COMPLIANCE				
INTERIOR (Continued)				
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).	✓			
16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.	✓			
17. Kindergarten and Pre-K toilet requirements are met.			✓	
18. Temporary (leased buildings or TCUs - 6A:26-3.13), Dual Use and Change of Use spaces have required approvals in place.			✓	
19. Dangerous chemicals (i.e.: liquefied petroleum gas/propane) and/or explosive materials (i.e.: gunpowder; picric acid) are <u>NOT</u> 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).			✓	
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. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.			✓	
21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.			✓	
22. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985.			✓	

Continued on next page...

100% COMPLIANCE				
VOCATIONAL/LABORATORIES continued	YES	NO	N/A	VIOLATION LOCATION
23. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation 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			✓	
100% ITEMS TOTAL	14	0	9	

80% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
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 appear free of rust and flaking. 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.	✓			
25. All exterior receptacles are GFI protected in accordance with code.	✓			
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.	✓			
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 inspections.	✓			
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.	✓			
29. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
30. Doors leading to interior courtyards are clearly marked: "Not an Exit"			✓	
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	✓			
32. Stage curtains are flame proof or flame retardant and certificates are on file.			✓	

80% COMPLIANCE				
	YES	NO	N/A	VIOLATION LOCATION
33. A communication system is installed in each classroom to allow for communication to the main office and/or local authorities.	✓			
34. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s).	✓			
35. A health unit (nurse's area) is provided according to code; secure storage is provided for medical records and medications, including refrigerated medications.	✓			
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.	✓			
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.	✓			
38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.	✓			
39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges.	✓			
40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage.	✓			
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.	✓			
43. Supplies and materials are neatly and appropriately stored: 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. c. Storage is organized to allow safe access through space.	✓			
44. Student lockers are usable; i.e.: doors, handles and locks are operable.			✓	
45. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available.	✓			
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.	✓			
47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	✓			
48. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	✓			

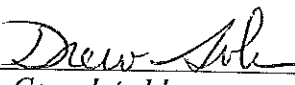
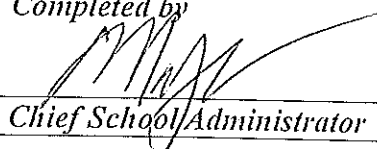
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80% COMPLIANCE				
VOCATIONAL/LABORATORIES	YES	NO	N/A	VIOLATION LOCATION
49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.			✓	
50. Required space is available for the safe operation of machinery			✓	
51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
52. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			✓	
53. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.			✓	
54. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			✓	
55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
80% ITEMS TOTAL	22	0	11	

Categories:	100%	80%	Total
Maximum # of Questions:	23	33	56

100% COMPLIANCE	SCORES	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of NO responses	0	<input checked="" type="checkbox"/> COMPLIANT (No exceptions) [] NONCOMPLIANT (Exceptions)

80% COMPLIANCE	SCORES	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses	22	<input checked="" type="checkbox"/> COMPLIANT Line #a is <u>greater than</u> Line #d <input type="checkbox"/> NONCOMPLIANT Line #a is <u>less than</u> Line #d
b. # of NO responses	0	
c. Subtotal [(a)+(b)]	22	
d. Multiply [(c) x 80%]	17	

LEA SIGNATURES:		
	8/26/14	SUPERV. OF BLDGS. & GRNDS.
Completed by	Date	Title
	10/2/14	
Chief School Administrator	Date	

ANNUAL FACILITIES CHECKLIST HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDINGS

COUNTY: GLoucester DISTRICT: GLASSBORO
 SCHOOL BUILDING: J. HARVEY RODGERS SCHOOL YEAR: 2014-2015
 COMPLETED BY: DREW SOLE DATE: AUGUST 27, 2014

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

100% COMPLIANCE				
CURRENT LICENSES AND CERTIFICATES	YES	NO	N/A	VIOLATION LOCATION
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. (or current violation inspection is available)	✓			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3. A 3 year asbestos management plan, as required by A.H.E.R.A., is available including current 6 month surveillance letters. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.			✓	
5. Current boiler inspection certificate(s) posted at site of boiler	✓			
6. Current license(s) for high and low pressure boiler operators, as required by code, are properly posted.	✓			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act.	✓			
8. <u>One</u> fire drill and <u>one</u> school security drill are held each month; [See "Checklist Instructions" for Certificate of Assurance]	✓			
9. Right To Know requirements are properly posted and MSDS reporting materials on file for review.	✓			
EXITS/EXTERIOR				
10. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
11. All exterior exits are in good condition; readily accessible and free of obstructions for use in an emergency; including: a. Fire escapes and/or exterior stairs can be safely negotiated. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			
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.	✓			
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.	✓			

100% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
14. <i>Instructional</i> areas are free of all unapproved construction; e.g.: walls; partitions; doors and stairs; etc.	✓			
100% COMPLIANCE				
INTERIOR (Continued)				
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).	✓			
16. Unobstructed vision panels with code approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing.	✓			
17. Kindergarten and Pre-K toilet requirements are met.	✓			
18. Temporary (leased buildings or TCUs - 6A:26-3.13), Dual Use and Change of Use spaces have required approvals in place.			✓	
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).			✓	
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. b. Clearly visible and accessible push-type emergency cut-out switches at appropriate locations within shops to de-energize electrical supply to nonportable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible.			✓	
21. At a minimum, one # 20 BC rated fire extinguisher is provided in each laboratory and vocational area.			✓	
22. Adequate eye and body protection is provided, including: a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985.			✓	

Continued on next page...

100% COMPLIANCE				
VOCATIONAL/LABORATORIES continued	YES	NO	N/A	VIOLATION LOCATION
23. Room provides for proper local or general ventilation and/or exhaustion of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: a. For science activities (i.e.: via fume hoods) b. For welding operations. c. For paint spraying operations: 1 Auto: should have separate exhaust system. 2 Art: proper ventilation for spray/ paint with fumes d. Art: Safe designated space/room for kilns with proper ventilation 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			✓	
100% ITEMS TOTAL	16	0	7	

80% COMPLIANCE				
EXITS/EXTERIOR	YES	NO	N/A	VIOLATION LOCATION
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 appear free of rust and flaking. 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.	✓			
25. All exterior receptacles are GFI protected in accordance with code.	✓			
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.	✓			
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 inspections.	✓			
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.	✓			
29. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
30. Doors leading to interior courtyards are clearly marked: "Not an Exit"	✓			
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	✓			
32. Stage curtains are flame proof or flame retardant and certificates are on file.	✓			

80% COMPLIANCE	YES	NO	N/A	VIOLATION LOCATION
33. A communication system is installed in each classroom to allow for communication to the main office and/or local authorities.	✓			
34. Electric outlets and/or wiring appear appropriate, including: a. GFI protection for receptacle(s) within 6 ft of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords <u>only used</u> for temporary need(s).	✓			
35. A health unit (nurse's area) is provided according to code; secure storage is provided for medical records and medications, including refrigerated medications.	✓			
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.	✓			
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.	✓			
38. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms.	✓			
39. A chalkboard or whiteboard, and/or display board is provided in each instructional space and is free of cracks and jagged edges.	✓			
40. Ceilings, walls and floors are free of holes, sags, and evidence of water damage.	✓			
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.	✓			
43. Supplies and materials are neatly and appropriately stored: 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. c. Storage is organized to allow safe access through space.	✓			
44. Student lockers are usable; i.e.: doors, handles and locks are operable.			✓	
45. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available.	✓			
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.	✓			
47. Food and nonfood items (i.e.: cleaning products, etc.) in home economics rooms & cafeteria are stored separately	✓			
48. <i>Non-instructional</i> areas are free of all unapproved construction; e.g.: walls, partitions, doors and stairs.	✓			

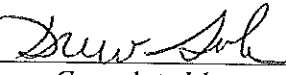
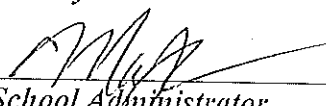
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80% COMPLIANCE				
VOCATIONAL/LABORATORIES	YES	NO	N/A	VIOLATION LOCATION
49. Corrosives, toxic and other hazardous substances are stored in proper corrosive storage cabinets and are properly labeled.			✓	
50. Required space is available for the safe operation of machinery			✓	
51. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			✓	
52. Floor(s) and aisles in all shops are free of slipping and tripping hazards.			✓	
53. "Eye Hazard Area-Wear Your Eye Protection" signs are posted.			✓	
54. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (goggles, aprons, etc.) are provided.			✓	
55. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			✓	
56. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			✓	
80% ITEMS TOTAL	24	0	9	

Categories:	100%	80%	Total
Maximum # of Questions:	23	33	56

100% COMPLIANCE	SCORES	NJQSAC FISCAL DPR [All items are in compliance in building(s)]
# of NO responses	0	<input checked="" type="checkbox"/> COMPLIANT (No exceptions) [] NONCOMPLIANT (Exceptions)

80% COMPLIANCE	SCORES	NJQSAC DPR [At least 80% of items are in compliance in building(s)]
a. # of YES responses	24	<input checked="" type="checkbox"/> COMPLIANT Line #a is <u>greater than</u> Line #d <input type="checkbox"/> NONCOMPLIANT Line #a is <u>less than</u> Line #d
b. # of NO responses	0	
c. Subtotal [(a)+(b)]	24	
d. Multiply [(c) x 80%]	19	

LEA SIGNATURES:		
		
Completed by	Chief School Administrator	
Date	Date	Title
8/28/14	10/2/14	SUPERV. OF BLDGS + GRNDS.