

FRANKLIN COUNTY PUBLIC HEALTH

**SCHOOL INSPECTION
GUIDANCE**

November 2009

**FRANKLIN COUNTY BOARD OF HEALTH
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A. School Grounds/Building Exterior

1. Solid Waste Storage and Disposal Areas

- a. Trash and recycling containers shall be adequate in numbers to properly store trash, garbage, solid waste or recyclables;
- b. Trash and recycling containers shall be equipped with lids and covered when not in use;
- c. Trash and recycling containers shall be clean and maintained in good condition; and
- d. The solid waste storage and recycling areas shall be maintained, clean and show no evidence of attracting vectors, rodents, insects, pests or other vermin.

2. Vectors

- a. The exterior of school grounds shall not have food sources, breeding sources, or provide harborage conditions for vectors, rodents, insects or vermin.

3. General Conditions

- a. School grounds shall be maintained in a clean and nuisance free condition;
- b. No evidence or conditions shall exist that may cause water intrusion into school buildings.

B. School Indoor Environment/Building Interior

1. Hallways

- a. Exterior doors shall have no cracks, gaps or other visible openings that would allow entry of insects or other pests into the building;
- b. There shall be an adequate walk off mat(s) at every entry point into the school building to control dirt and moisture from foot traffic;
- c. Hallways shall be clear of materials and clutter that restrict proper cleaning and sanitation;
- d. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold; and
- e. There shall be no evidence of pests or obvious food sources for pests.

2. Classrooms

- a. Classrooms shall be clean and maintained in a good condition. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- b. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- c. Area rugs, carpeting, vinyl tufted textile, mats or any other area flooring material shall be clean and maintained in good condition;
- d. Furniture, pillows, and toys shall be clean and in good condition;
- e. There shall be no evidence of insects or pest;
- f. Food and food sources shall be properly stored to prevent insect or pest infestation;
- g. The heating, ventilation and air conditioning systems shall be operable and maintained according to the manufacturer's design and specifications;
- h. Air supply and return air grills shall be clean and unobstructed;
- i. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use;
- j. Elemental mercury or mercury containing devices shall not be permitted in classrooms or storage areas;

k. Animals

1. Hand washing shall be available and used after animals are handled;
2. There shall be no excessive accumulation of animal waste in animal cages, containers or on any other surface;
3. All animal food shall be properly stored to prevent insect and pest infestation;
4. Animals shall not be permitted on surfaces where food or drink is prepared or consumed;
5. The following animals shall not be permitted:
 - a. Rabies vectors including, but not limited to raccoons, bats, skunks, coyotes, or fox;
 - b. Wolves or wolf-hybrids, stray or other wild animals;
 - c. Dogs, cats and ferrets that are not currently vaccinated against rabies;
 - d. Dangerous, aggressive, or unpredictable animals; and
 - e. Venomous or toxin-producing spiders, insects, reptiles, and amphibians.
6. The following animals shall not be permitted in classroom with children under the age of 5 years of age:
 - a. Ferrets, reptiles and amphibians, chicks, ducklings and hatching eggs; and
7. Any other indigenous wildlife used for educational purposes may be allowed only if school staff or presenters possess the proper permit(s) for the animal(s) and meet all requirements through the Ohio Department of Natural Resources - Division of Wildlife.

3. Restrooms

- a. Floors, walls, ceilings and partitions shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. Plumbing fixtures shall be clean, sanitary, operable, properly supplied with potable water and maintained in good condition;
- c. Hand washing sinks shall be provided with hand soap, individual disposable towels, continuous towel system or a heated-air hand drying device;
- d. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases;
- e. Adequate numbers of waste receptacles shall be conveniently located and emptied as necessary; and
- f. Provide proper ventilation of restrooms to control odors and/or remove any sources of odors.

4. Water/Drinking Fountains

- a. Water/drinking fountains shall be clean, sanitary, maintained in good condition and the water stream shall crest at least 1 inch above the mouth guard.

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5. Science Classrooms

- a. Classrooms shall be clean and maintained in a good condition. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- b. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- c. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases;
- d. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use; and
- e. Fume hoods shall be used when hazardous airborne contaminants are generated. Fume hoods shall be properly maintained in accordance with manufacturer's specifications.

6. Visual Art Classrooms

- a. Classrooms shall be clean and maintained in a good condition. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- b. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- c. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases;
- d. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use; and
- e. Fume hoods shall be used when hazardous airborne contaminants are generated. Fume hoods shall be properly maintained in accordance with manufacturer's specifications.

7. Industrial Art Classrooms

- a. Classrooms shall be clean and maintained in a good condition. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- b. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- c. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases;
- d. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use; and
- e. Fume hoods shall be used when hazardous airborne contaminants are generated. Fume hoods shall be properly maintained in accordance with manufacturer's specifications.

8. Family and Consumer Science Classrooms

Classrooms shall be clean and maintained in a good condition. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. Food and food sources shall be properly stored to prevent insect or pest infestation;
- c. All appliances shall be clean and in good condition. The refrigerator shall contain an accurate thermometer and shall maintain food product temperature at an internal temperature of forty-one degrees Fahrenheit or below;
- d. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use;
- e. Plumbing fixtures shall be clean, sanitary, operable, properly supplied with potable water and maintained in good condition; and
- f. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases;

9. Auditoriums and Stage Areas

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold; and
- b. No excessive dust, clutter or accumulation of materials that restrict access or proper cleaning and sanitation;

10. Dining Areas

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. Cafeteria tables shall be cleaned and sanitized between each use; and
- c. Floors shall be cleaned immediately after spills occur and after periods when food is served.

11. Library/Media Centers

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- c. Area rugs, carpeting, vinyl tufted textile, mats or any other area flooring material shall be clean and maintained in good condition; and
- d. Furniture, pillows, and toys shall be clean and in good condition;

12. Indoor Athletic Facilities (Gymnasium)

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation; and
- c. Mats and padding shall be in clean and in good condition.

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13. Locker Rooms

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- c. If the shower facilities are used, the plumbing fixtures shall be clean, sanitary, operable, properly supplied with hot and cold potable water and maintained in good condition;
- d. If the shower facilities are not used, the plumbing fixtures shall be maintained without leaks, and the floor drains shall be maintained or capped to prevent sewer odors and insect infestation; and
- e. Restroom facilities shall comply with requirement for restrooms in this guidance document.

14. Weight Lifting/Training Rooms

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- b. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation;
- c. Equipment shall be clean, sanitary and in good condition; and
- d. An appropriate disinfectant(s) shall be available and properly used to disinfect equipment and tables between uses to prevent communicable diseases.

15. Custodial Closets and Mechanical Rooms

- a. Custodial closets and mechanical rooms shall be inaccessible to unauthorized individuals and students;
- b. No excessive clutter or accumulation of materials that restrict access, maintenance or cleaning;
- c. All cleaning agents and chemicals shall be properly labeled and stored; and
- d. All sinks and water supplies shall be equipped with backflow prevention devices.

16. Storage Rooms and Work Rooms

- a. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold; and
- b. No excessive clutter or accumulation of materials that restrict access, maintenance or cleaning.

17. Healthcare/Nurse's Room

- a. A toilet and hand sink shall be adjacent to the health care area. Restroom facilities shall comply with requirement for restrooms in this guidance document. It is recommended that this area not be used by the general public;
- b. If a cot, mattress or bed is provided it shall be protected by a waterproof cover and maintained in good repair, clean and sanitary condition. It shall be cleaned and disinfected between uses;
- c. A sharps container shall be supplied when necessary;
- d. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- e. No excessive clutter or accumulation of materials that restrict access, maintenance or cleaning; and
- f. A first aid kit and first aid reference document shall be available in the healthcare area.

18. Teacher's Lounges/Break Rooms

- a. All appliances shall be clean and in good condition;
- b. All food shall be properly stored to prevent insect or pest infestation;
- c. Floors, walls and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage or visible mold;
- d. No excessive clutter or accumulation of materials that restrict access, maintenance or cleaning; and
- e. Furniture, area rugs or any other area flooring material shall be clean and maintained in good condition.

19. Heating, Ventilation, and Air Conditioning Systems

- a. The heating, ventilation and air conditioning systems shall be operable and maintained according to the manufacturer's design and specifications; and
- b. Air supply and return air grills shall be clean and unobstructed.