



Welcome!

Thank You for Participating!





Housekeeping Items

- Please scan the QR code and take our survey
- Please enjoy our refreshments!
- If you are experienced, please be a resource to someone who is new to the program



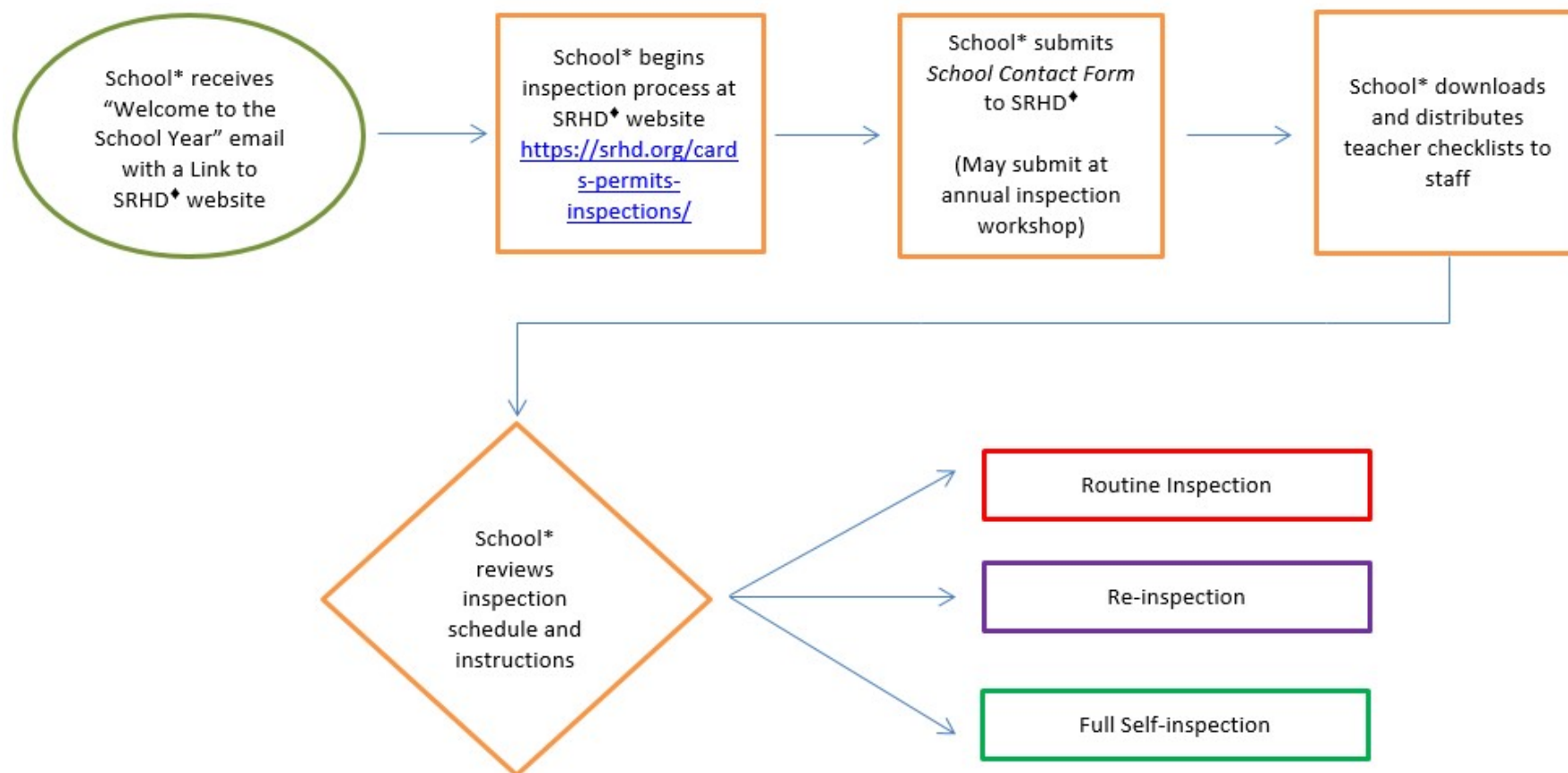
Routine Inspections & Re-Inspections Made Simple

SRHD School Health & Safety Program
2024 Update





Where Do We Start?





Where Do We Start?

- After the fall School Inspection Workshop, ALL schools and school districts receive a “Welcome to the School Year” email
- Click on the [link](#) or in the email to begin the inspection process

Note: invoices for annual fees are generally mailed in early fall



SPokane REGIONAL HEALTH DISTRICT

Contact/Directory | About SRHD | For Health Care Providers | Complaints | Careers/Volunteers

SEARCH

HEALTH TOPICS | BIRTH & DEATH CERTIFICATES | DATA & REPORTS | **CARDS, PERMITS & INSPECTIONS**

CARDS, PERMITS & INSPECTIONS

POOLS & WATER RECREATION FACILITIES

SCHOOL HEALTH & SAFETY

SCHOOL HEALTH AND SAFETY INSPECTIONS

SCHOOL CONSTRUCTION REVIEW PROCESS

PLAYGROUND CONSTRUCTION REVIEW PROCESS

Inspections verify compliance with state health and safety regulations and guidelines.

#1 Start at the [Cards, Permits and Inspections Tab](#)

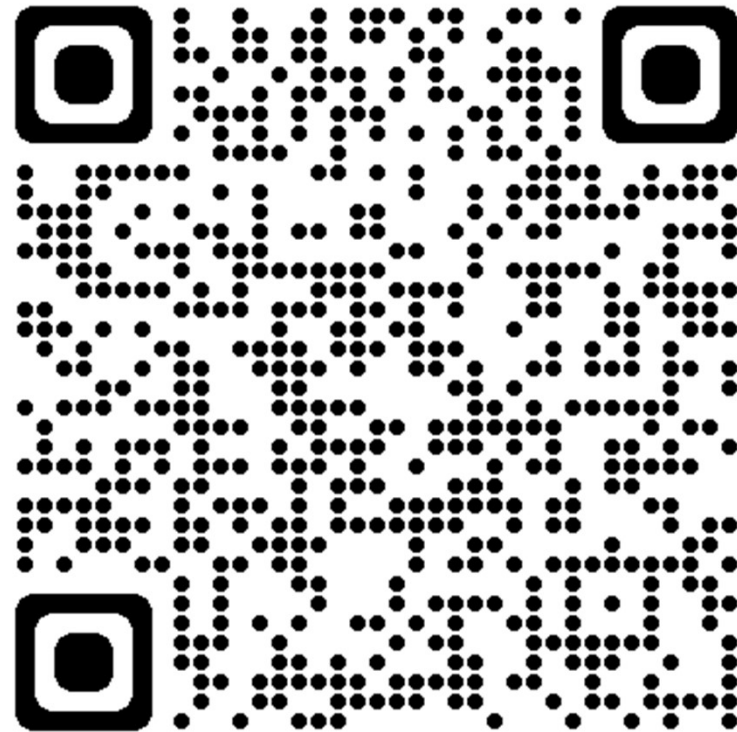
#2 Expand the School Health & Safety section

#3 Click on the School Health & Safety Inspections icon

School* begins inspection process at SRHD* website
<https://srhd.org/cards-permits-inspections/>



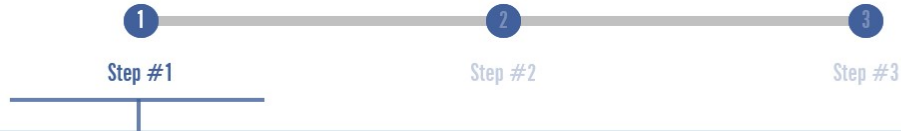
Inspection Process Steps





Step #1: Submit Contact Form/Participation Agreement

Due October 15!



Spokane Regional Health District's School Health & Safety program inspects all public, private and parochial K-12 schools within Spokane County on a three-year rotation. These inspections verify compliance with state health and safety regulations and guidelines (*Chapter 246-366 WAC*).

- **Year 1** – The health district conducts the inspection with assistance from a school representative – the focus is on high-risk areas such as playgrounds, arts and crafts, shops and labs; the health district and the school work together to identify priorities and discuss plans for correction.
- **Year 2** – the school conducts a re-inspection and provides the health district with a status report on the previous year's inspection findings.
- **Year 3** – the school conducts a comprehensive self-inspection.

To begin the inspection process, start here:

Step #1

Submit School Contact Form and Participation Agreement

Complete a School Contact Form and Participation Agreement for the current school year. If the form is for a school district, leave the principal information blank. Email the completed form by Oct. 31 to the School Health & Safety program: eph_web@srhd.org

[School Contact Form and Participation Agreement](#)



Link to form



School Health & Safety Program



Contact Form/Participation Agreement

SRHD works with schools and school districts to provide them with the opportunity and resources necessary to conduct re-inspections and comprehensive self-inspections as part of the K-12 Self-Inspection Program. In return, participating schools/districts must conduct quality, timely re-inspections and self-inspections, recognizing the responsibilities that accompany this opportunity. Each participating school/district understands and agrees to the terms of the Self-Inspection Program:

School Health & Safety Program Contact Form & Participation Agreement	
Please complete by October 15 and return to:	
Spokane Regional Health District School Health & Safety Program Email: livingenvironment@srhd.org Fax: (509) 324-3629 Mail: 1101 West College Avenue, Room 402, Spokane, WA 99201-2095	
General School Information	School Year: _____
	School Name or School District: _____
	Superintendent/Administrator: _____
	Principal (for individual school): _____
	Physical Address: _____
	Mailing Address: _____
Primary contact	Name: _____
	Title: _____
	Mailing Address: _____
	Phone Number: _____ Fax Number: _____
Secondary contact	Name: _____
	Title: _____
	Mailing Address: _____
	Phone Number: _____ Fax Number: _____
Billing/Invoices to be sent to	Name: _____
	Title: _____
	Mailing Address: _____
	Phone Number: _____ Fax Number: _____
Contact information is for school inspections and other health and safety issues (does not include food service). Inspection reports will now be emailed to you in an Excel table format.* Please make sure email addresses are current and notify us of any changes. In an effort to trim costs we will be sending inspection information, training notices and program updates via email.	
<small> Environmental Public Health - School Health and Safety Program 1101 W College Ave., Spokane, WA 99201 509.324.3540 ext. 4 livingenvironment@srhd.org srhd.org Updated: September 2022 </small>	

- Contact Form and Participation Agreement are combined
- Complete each section and **include email addresses and cell phone numbers**
- If there is no secondary contact write N/A in this section
- Include the name of the Superintendent or Administrator
- Contact Forms and Agreements may be completed at the annual training

School* submits *School Contact Form* to SRHD♦

(May submit at annual inspection workshop)



Step #2: Prepare for Inspection



Step #2

Prepare for Inspection

Download and distribute Teacher Checklists to school staff and review previous inspection documentation:

- Safer Classroom [\(full-page\)\(2-sided halfsheet\)](#)
- Career Technical Education (CTE) Classrooms [\(full-page\) \(2-sided halfsheet\)](#)
- Science Classrooms [\(full-page\) \(2-sided halfsheet\)](#)

Call 509.324.1560, ext. 4
for prior reports



Link to
checklists





Teacher Checklist for a Safer Classroom

(includes classroom animals)

Complete this checklist each year to ensure your classroom meets important Washington State health and safety rules and guidelines (WAC 246-366).

Cleaners/Chemicals

- Products with "Keep Out of Reach of Children" labels stored in upper cabinets, locked closets/drawers, out of reach
- MSDS (Material Safety Data Sheet) available for each cleaner/chemical
- All containers labeled with contents
- School/district policy for classroom cleaners/chemicals reviewed

Bookcases, Shelving, Television Carts

- Tall or unstable bookcases/shelving units secured to wall to prevent tipping
- Stacked bookcases/shelving units secured to lower part; if unstable entire unit secured to wall
- Televisions secured to audiovisual cart
- Maintenance notified of unstable bookcases/shelving



1101 West College Avenue, Spokane, WA 99201-2095 | (509) 324-1560 | TDD 324-1464 | www.srhd.org

Continued...

- Download the teacher checklists and distribute them to all appropriate staff
- These checklists can be a very helpful tool. Please use them!



School Health & Safety Program

School* downloads and distributes teacher checklists to staff



Step #3: Review Schedule & Instructions



Links to:

- Inspection Schedule
- Instructions/FAQs



Self-inspection
Worksheets



Step #3

Review Inspection Schedule and Instructions

Review the inspection schedule for the current school year and follow Self-inspection Program Instructions and FAQs for the type of inspection your school will receive.

- [Inspection Schedule document](#)
- [Self-inspection Program Instructions and FAQs](#)

Inspection Deadlines

- **Routine inspections** – health district will contact schools by **March 1** to arrange inspections.
- **Re-inspections** – schools must submit completed inspections to health district no later than **February 28**.
- **Self-inspections** – schools must submit completed worksheets to health district no later than **March 31**.

Self-inspection Worksheets

- [Elementary School](#)
- [Middle & High School](#)
- [K-8 and K-12](#)





Environmental Public Health

School Health and Safety

Inspection Schedule 2022-2023 School Year

Routine Inspection – For the 2022-2023 school year, these schools/districts are scheduled to receive a routine inspection conducted by Spokane Regional Health District's School Health and Safety Program. **Schools/districts will be contacted between November 1 and March 1 to schedule inspections.** [Read Instructions and FAQs here.](#)

School Districts

- Central Valley School District #356
- Deer Park School District #414
- Great Northern School District #312

Private Schools

- Ascend Academy, 1117 E. Westview Ct.
- Countryside SDA Elementary, 12107 W. Seven Mile Rd.
- Covenant Christian School, 3506 W. Princeton
- Deep Creek Hutterite, 3610 N. Wood Rd.
- Deer Park Calvary Chapel School, 511 S. Main St.
- Faith Baptist Academy, 2804 E. Euclid Avenue
- First Presbyterian Christian School, 318 S. Cedar
- Gethsemane Lutheran School, 11315 E. Broadway
- Highbridge School, 11400 E. Sprague Ave.
- Liberty Launch Academy
- Lumen High School, 718 W. Riverside
- North Wall Primary School, 9408 N. Wall
- Northview Christian School, 13521 N. Mill Road
- Northwest Christian Schools Cedar Campus, 5975 N. Cedar St.
- Northwest Christian Schools - Elementary, 5028 E. Bernhill Rd.
- Northwest Christian Schools - HS, 5104 E. Bernhill Rd.
- Palisades Christian Academy, 1115 N. Government Way
- Pioneer School, 618 N. Sullivan Rd.
- Pride Prep, 911 E. Sprague
- River Day School, 1627 E. Trent
- Saint George's School (2 separate schools), 2929 W. Waikiki Rd.
- Salish School of Spokane, 5809 N Cedar St.
- Southside Christian Academy, 401 E. 30th Ave.
- Spokane Christian Academy, 8909 E. Bigelow Gulch Rd.
- Spokane Classical Christian School, 2706 E. Queen Ave.
- Spokane Classical Christian School, 2000 N. Standard
- Spokane Falls Montessori School, 1909 N. Wright Dr.
- Spokane International Academy, 777 E. Magnesium Rd.
- Spokane Montessori School North, 9009 N. Wall
- Spokane Valley Adventist School, 1603 S. Sullivan Rd.
- St. Matthew's Lutheran School, 6917 N. Country Homes Blvd.
- St. Michael's Academy, 8500 N. St. Michael's Rd.
- Steppingstone Christian, 23306 E. Mission Avenue



School Health & Safety Program
1101 W. College Ave., Spokane, WA 99201 | 509.324.1560 ext. 4 | srhd.org

Inspection Schedule 2022-23 School Year Modified/created: August 2022

Inspection Schedule:

1. Find your school on the list
2. Determine the inspection type
3. Follow the instructions for your inspection type on Instructions/FAQs

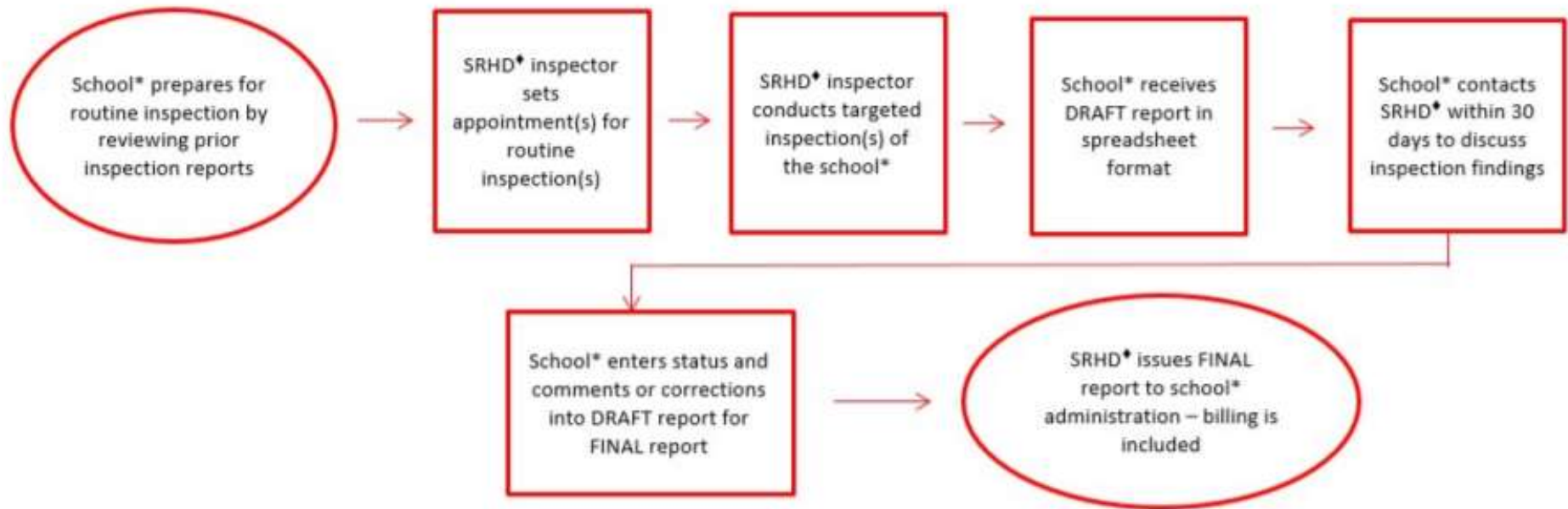
School*
reviews
inspection
schedule
and
instructions



School Health & Safety Program



Routine Inspection Process Flowchart





Routine Inspection Step 1

School reviews previous reports

- Reports delivered by SRHD in e-mail
- Review status of outstanding items previously noted (work orders completed?)



School* prepares for routine inspection by reviewing prior inspection reports



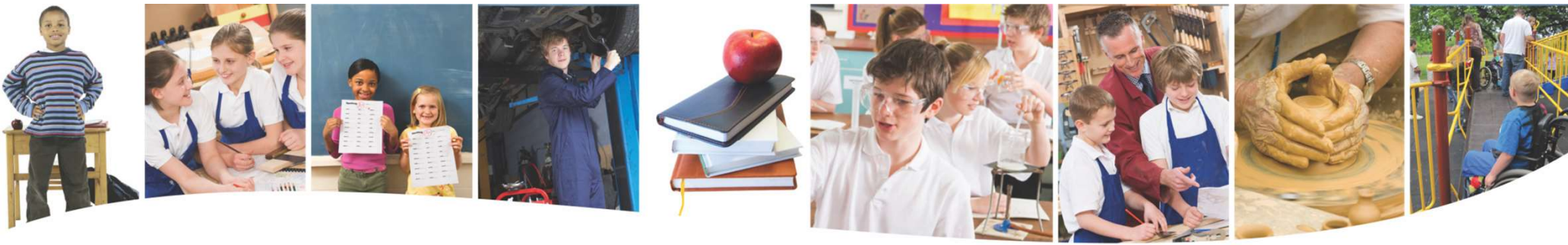
Routine Inspection Step 2

SRHD Inspector sets Routine Inspection appointment(s)

- School Districts: Inspections will be scheduled by inspector or Sandy Phillips and the District/Facilities Maintenance Director.
- To keep long term costs down
 - Prompt response to calls and e-mails
 - Flexible scheduling with multiple schools



SRHD ♦ inspector
sets
appointment(s)
for routine
inspection(s)



Targeted Routine Inspection Step 3



Inspector conducts Targeted Inspection(s)

Elementary School

- Intro conference: previous inspection items, injuries, construction plans
- Complete playground inspection
- “Random” check of 2 classrooms for Priority Items
- Milk cooler temperature (if no cafeteria)
- Exit conference: discuss findings

SRHD* inspector
conducts
targeted
inspection(s) of
the school*



Targeted Routine Step 3 - continued

Inspector conducts Targeted Inspection(s)

Secondary School

- Intro conference
- Science – labs, storage & prep rooms
- Career-Tech – shops, scene shops*, makerspaces*
- Art & Crafts – jewelry*
- Expressed concerns in other areas, injuries, construction, etc.
- Milk cooler temperature (if no food service)
- Exit conference

*All equipment used must meet the same regulations as any shop (e.g., safety zones, posted instructions, ventilation for soldering)





Targeted Routine Step 3 - continued

Schools are ultimately responsible for meeting health and safety standards in all areas whether or not they are included in the inspection.



Routine Inspection Step 4

School receives draft report



- Excel spreadsheet format. Any questions or issues, e-mail Laurie at livingenvironment@srhd.org.
- Review and make note of status (key is listed in the header) and any comments.

School*
receives DRAFT
report in
spreadsheet
format



Routine Inspection Step 5



Before updating status of inspection findings, contact SRHD within 30 days to discuss:

- Questions or concerns about your reports by phone, e-mail to livingenvironment@srhd.org; OR
- You can arrange an in-person meeting to help set priorities

School* contacts SRHD♦ within 30 days to discuss inspection findings



Routine Inspection Step 6

Update the status of inspection findings with the following information:

- Address the status of each item on the draft report
- Will the item be corrected now, later, or never?
- What is the plan for correcting the item?

Return comments within 30 days of receipt to avoid a late fee!



Step 6 Example

Example - Routine Inspection Year 2023-2024

Since this is marked “**Priority**” it is considered a higher risk item that may pose an imminent health or safety hazard.

While not marked “**Required**”, it is still a higher risk “**Priority**” item. A “required” item means it’s required by code or statute (e.g. WAC, UPC)

School Name	Inspection Date	MainHeading Text	SubHeader Text	Insp Code	InspCodeText	Priority	Required	SRHDFindings
Awesome Elem	10/15/2023	Playgrounds	General	N 009.3	There should be adequate resilient surfacing - minimum 9" depth (2.4.2.2, page 10; Table 2, page 11, Public Playground Safety Handbook, CPSC, 2010).	TRUE	FALSE	The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.





Step 6

Example - Routine Inspection Year 2023-2024

The "Routine Status" column helps SRHD track what you plan to do with each item.

Enter a number here for each item that indicates what you did or plan to do
 1 = Corrected
 2 = In Process of Correcting
 3 = Will Not Be Corrected

InspCode	InspCodeText	Priority	Required	SRHDFindings	Routine Status	RoutineComments
N 009.3	There should be adequate resilient surfacing - minimum 9" depth (2.4.2.2, page 10; Table 2, page 11, Public Playground Safety Handbook, CPSC, 2010).	TRUE	FALSE	The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	



Step 6

Example - Routine Inspection Year 2023-2024

Describe the “RoutineStatus” of each item in the “RoutineComments” column

1. Corrected ⇒ Describe how it was corrected.
2. In Process of Correcting ⇒ Describe how and when it will be corrected.
3. Will Not Be Corrected ⇒ Explain why (e.g., school in process of relocating).



InspCode	InspCodeText	Priority	Required	SRHDFindings	Routine Status	RoutineComments
N 009.3	There should be adequate resilient surfacing - minimum 9" depth (2.4.2.2, page 10; Table 2, page 11, Public Playground Safety Handbook, CPSC, 2010).	TRUE	FALSE	The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2024.



Routine Inspection Step 7

SRHD issues Final Report to school in spreadsheet format.

Note: state regulations require that SRHD send a copy to the superintendent/administrator and school board.

The Routine Inspection Process is Complete!

Keep a copy of the Final Report for next year's Re-inspection.

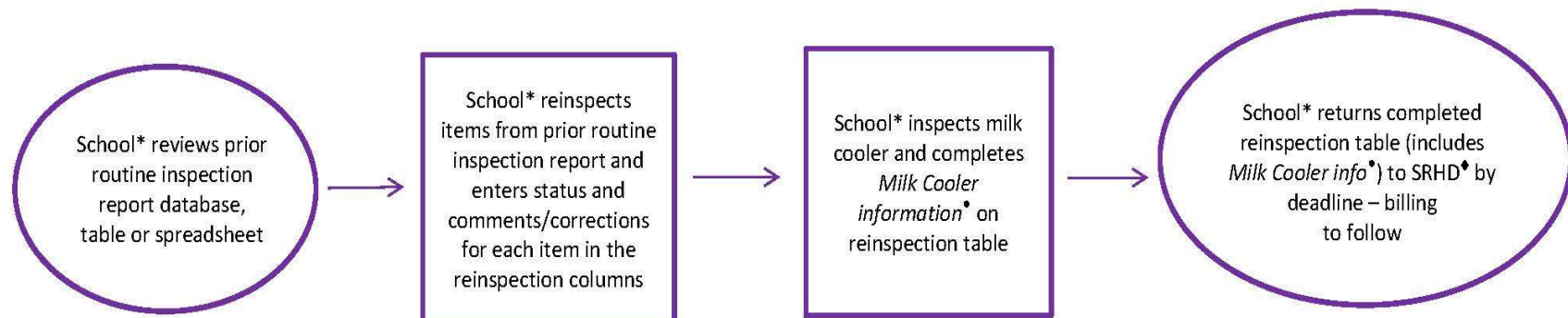


School Health & Safety Program

SRHD ♦ issues
FINAL report to
school*
administration



Re-inspection Process





Re-inspection Step 1

Review the inspection report from the previous year

- All schools and school districts will have this in an Excel spreadsheet



Re-inspection Step 1 – continued

Example – Re-inspection Year 2023-2024

SchoolName	Inspection Date	MainHeading Text	SubHeader Text	InspCode	InspCodeText	Priority	Required
Amazing Elem	10/15/2022	Playgrounds	General	N-009.3	There should be adequate resilient surfacing - minimum 9" depth (2.4.2.2, page 10; Table 2, page 11, Public Playground Safety Handbook, CPSC, 2010).	TRUE	FALSE

SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2023.			



Re-inspection Step 1 – continued

Example – Re-inspection Year 2023-2024

SchoolName	Inspection Date	MainHeading Text	SubHeader Text	InspCode	InspCodeText	Priority	Required
Amazing Elem	10/15/2022	Playgrounds	General	N-009.3	There should be adequate resilient surfacing - minimum 9" depth (2.4.2.2, page 10; Table 2, page 11, Public Playground Safety Handbook, CPSC, 2010).	TRUE	FALSE

SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2023.			



Re-inspection Step 2

Re-inspect **ALL** the items from the previous year and provide the status of each item

- This applies to all items from the Routine Inspection
- Report your status updates and provide comments for each item in the appropriate column

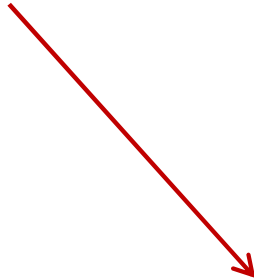
School* re-inspects items from prior routine inspection report and enters status and comments/corrections for each item in the re-inspection columns



Re-inspection Step 2 – continued

Example – Re-inspection Year 2023-2024

Provide date the Re-inspection was completed by the School or School District Representative



Priority	Required	SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
TRUE	FALSE	The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2023.	10/22/2023		



Re-inspection Step 2 – continued

Example – Re-inspection Year 2023-2024

The “ReinspectStatus” column helps SRHD track what you plan to do with each item.

Enter a number here for each item that indicates what you did or plan to do

- 1 = Corrected
- 2 = In Process of Correcting
- 3 = Will Not Be Corrected

Priority	Required	SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	Reinspect Comments
TRUE	FALSE	The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2023.	10/22/2023	1	



Re-inspection Step 2 – continued

Example – Re-inspection Year 2023-2024

Describe the “ReinspectStatus” of each item in the “ReinspectComments” column

1. Corrected ⇒ Describe how it was corrected.
2. In Process of Correcting ⇒ Describe how and when it will be corrected.
3. Will Not Be Corrected ⇒ Explain why (e.g., school in process of relocating).



Priority	Required	SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
TRUE	FALSE	The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2023.	10/22/2023	1	The surfacing was measured at 12 inches deep near the play equipment.



Re-inspection Step 3 – Milk Cooler

Example – Re-inspection Year 2023-2024

An inspection table will be used to document your milk cooler inspection during Routine Inspections and Re-inspections

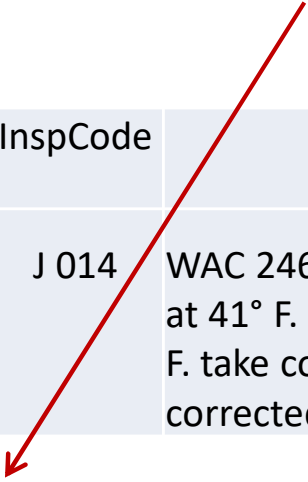
SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2023.			
Milk cooler at 41° F. ←	1	No corrective action needed.			



Re-inspection Step 3 – Milk Cooler

Example – Re-inspection Year 2023-2024

Milk Coolers will be inspected during the Routine Inspection



School Name	Inspection Date	MainHeading Text	SubHeader Text	InspCode	InspCodeText	Priority	Required
Amazing Elem	10/15/2022	Food Service	Milk Cooler	J 014	WAC 246-215-03525 Milk must be cold held at 41° F. or less. If temperature exceeds 41° F. take corrective action and document corrected temperature.	TRUE	TRUE

Priority	Required	SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
TRUE	TRUE	Milk cooler at 41° F.	1	No corrective action needed.			



Re-inspection Step 3 – Milk Cooler

Example – Re-inspection Year 2023-2024

Be sure to inspect the milk cooler during the Re-inspection

SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2022.	10/22/2023		
Milk cooler at 41° F.	1	No corrective action needed.	10/22/2023		



Re-inspection Step 3 – Milk Cooler

Example – Re-inspection Year 2023-2024

This item must be corrected immediately if the temperature is above 41° F. The status should always be 1 for this item

SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2022.	10/22/2023	1	
Milk cooler at 41° F.	1	No corrective action needed.	10/22/2023	1	



Re-inspection Step 3 – Milk Cooler

Example – Re-inspection Year 2023-2024

Be sure to document the milk cooler temperature and any necessary corrections.

SRHDFindings	Routine Status	RoutineComments	Reinspect Date	Reinspect Status	ReinspectComments
The surfacing near the composite climber was measured at 2 inches in depth and the surfacing near the base of the spiral slide was measured at 3 inches in depth.	2	New surfacing material on order. Material will be added to playground - summer 2022.	10/22/2023	1	The surfacing was measured at 12 inches deep near the play equipment.
Milk cooler at 41° F.	1	No corrective action needed.	10/22/2023	1	Milk cooler temperature at 45° F. Turned milk cooler down and rechecked two hours later - now 41° F.

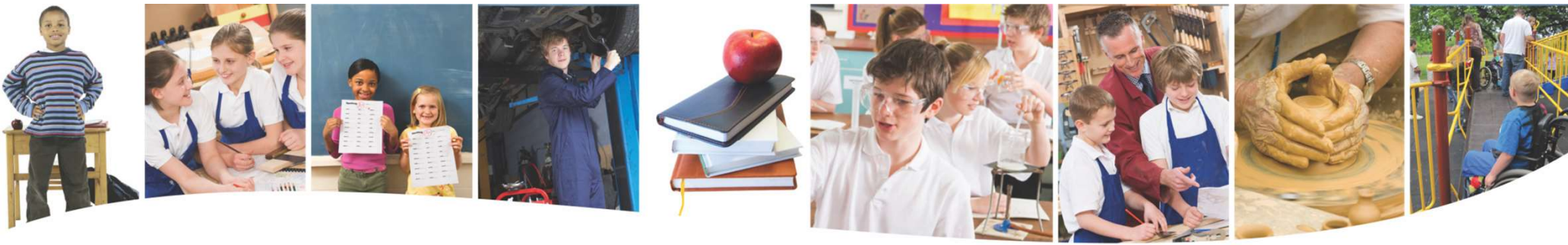


Re-inspection Step 3 – Milk Cooler

What if I have a school lunch program, or simply don't serve milk to staff or students?

- Put the date of the re-inspection in the “Reinspect Date” column
- Put number 1 in the “Reinspect Status” column
- Provide the appropriate comment in the “Reinspect Comments” column (e.g., have school lunch program inspected by SRHD, do not serve milk)

School* inspects milk cooler and completes *Milk Cooler information*• on re-inspection spreadsheet



Re-inspection Step 4

Return the completed re-inspection spreadsheet electronically to SRHD by the deadline to avoid a late fee

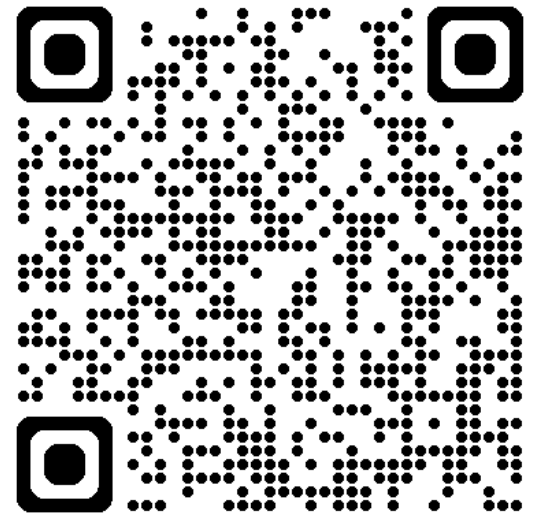
- This spreadsheet includes the milk cooler inspection documentation
- Invoice will be sent to school or school district when all materials are received and reviewed



Newly Updated K-12 Health and Safety Guide

[Washington DOH and OSPI K-12 Health & Safety Guide \(2024\)](#)

Use link above or QR code
to access the K-12 Guide



School Health & Safety Program



If you have any questions as you begin the process, please contact:

- Laurie Frear, Administrative Assistant
- Trisha McClure, School Program Inspector
- Joe Lucas, School Program Inspector
- Tom Binger, School Program Inspector
- Sandy Phillips, School Program Technical Advisor
- Steve Main, School Program Manager

SRHD School Health and Safety Program

livingenvironment@srhd.org

509.324.1560 ext. 4



School Health & Safety Program



Questions

Self-Inspection Forms:

[Health & Safety Inspections | SRHD](#)