



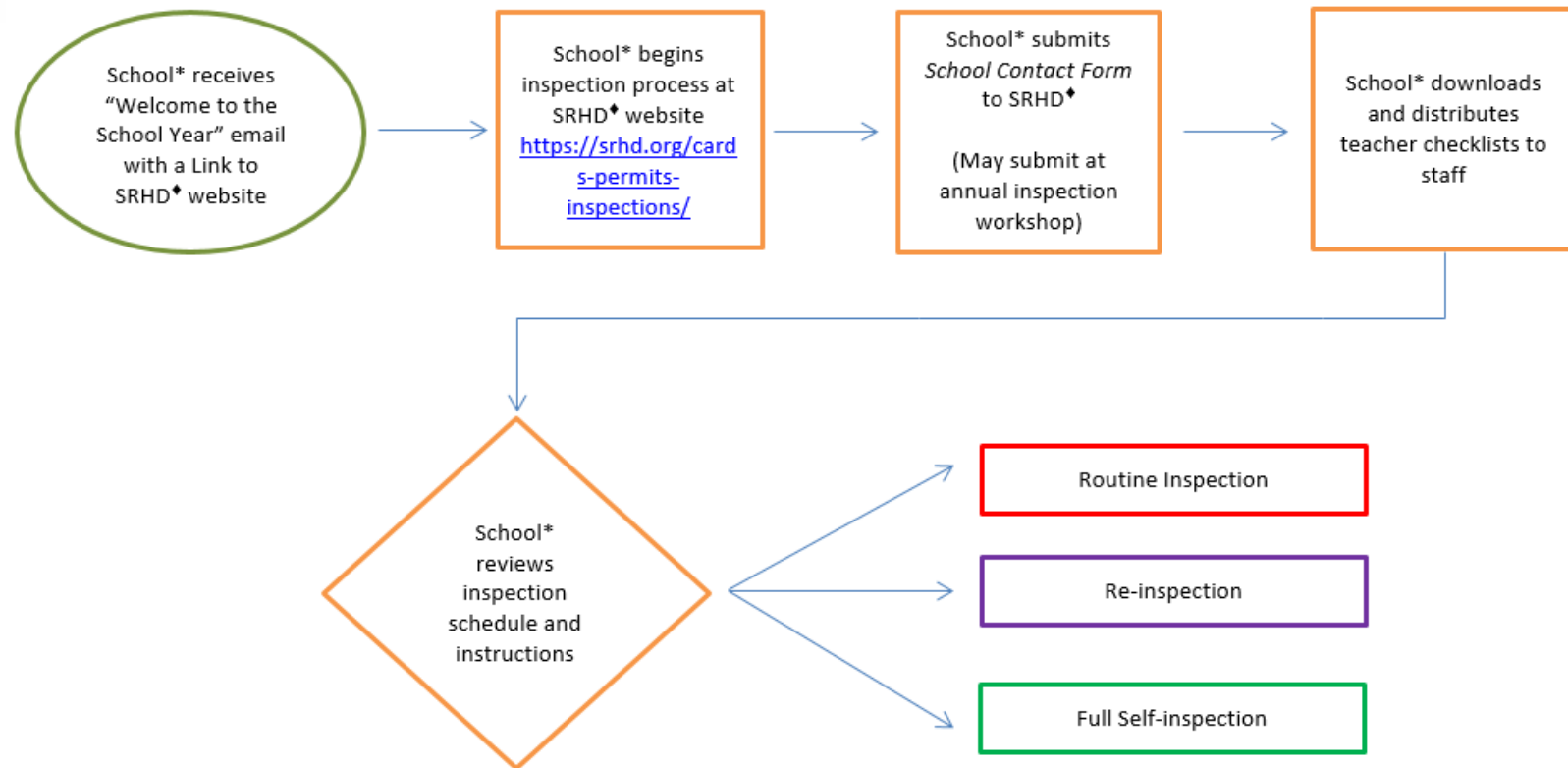
# Self-Inspections Made Simple

Updated September 2022





# 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](#) in the email to begin the inspection process

Note: invoices for annual fees are mailed in the fall



School Health & Safety Program

School\* receives  
“Welcome to the  
School Year” email  
with a Link to SRHD\*  
website





[Contact/Directory](#) | [About SRHD](#) | [For Health Care Providers](#) | [Complaints](#) | [Careers/Volunteers](#)



[HEALTH TOPICS](#) | [BIRTH & DEATH CERTIFICATES](#) | [DATA & REPORTS](#) | **[CARDS, PERMITS & INSPECTIONS](#)**

## CARDS, PERMITS & INSPECTIONS

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

POOLS & WATER RECREATION FACILITIES

SCHOOL HEALTH & SAFETY



**#2** Expand the School Health & Safety section



**SCHOOL HEALTH AND SAFETY INSPECTIONS**

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



**SCHOOL CONSTRUCTION REVIEW PROCESS**



**PLAYGROUND CONSTRUCTION REVIEW PROCESS**

**#3** Click on the School Health & Safety Inspections icon



School Health & Safety Program

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



# Step #1: Submit Contact Form/Participation Agreement

**Due October 15!**

Link to form



1      2      3  
 Step #1      Step #2      Step #3

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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](mailto:eph_web@srhd.org)

[School Contact Form and Participation Agreement](#)





# 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](http://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
- Northwest 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, 811 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 | shsd.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

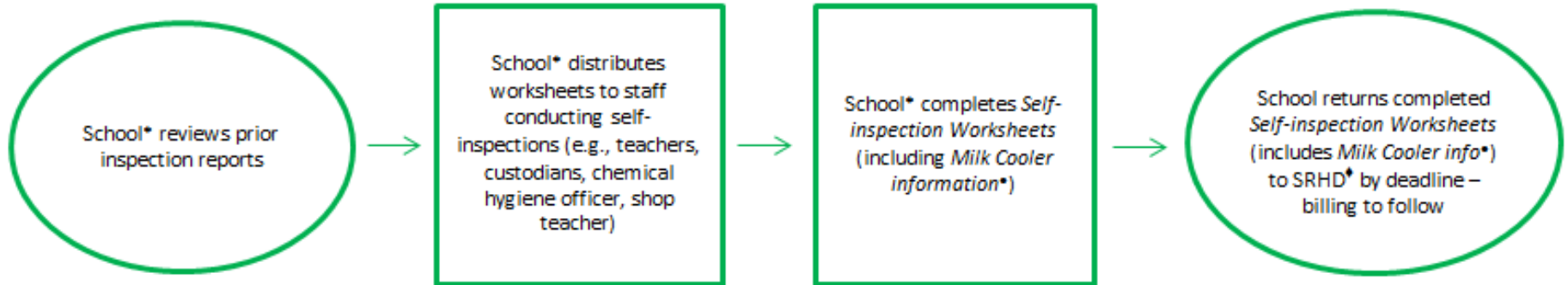
School\*  
reviews  
inspection  
schedule  
and  
instructions



School Health & Safety Program



# Full Self-Inspection Process





# Self-Inspection Step 1

## Review prior inspection reports

- If you do not have last year's re-inspection report, call the SH&S program
- Review status of outstanding items previously noted (work orders completed?)
- **You will take previous reports with you during the self-inspection**





# Self-Inspection Step 2

## Download and distribute self-inspection worksheets

Worksheets can be found under Step 3 of inspection process:

<https://srhd.org/cards-permits-inspections/self-inspection-forms/step-3>



**Step #3**

**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.
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- **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](#)

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## Step 2 Continued

Worksheets can also be found on our Health & Safety Inspections webpage:

<https://srhd.org/programs-and-services/school-health-safety-program/health-safety-inspections>

### Inspection Documents

School Contact Form & Participation Agreement

#### Teacher Checklists

- Safer Classroom (full-page) (2-sided halfsheet)
- Career Technical Education (CTE) Classrooms (full-page) (2-sided halfsheet)
- Science Classrooms (full-page) (2-sided halfsheet)
- Flyer: Tips for a Safer Classroom (pdf)
- Cleaning for Health in the Classroom Guide (pdf)

Self-Inspection Program Instructions & FAQs

#### Self-Inspection Worksheets

- Elementary School
- Middle & High School
- K-8 & K-12





# Completing Step 2

## Classroom "How To" Inspection Videos



- Consider distributing last year's re-inspection report for reference purposes
- View the Health & Safety Inspections webpage for additional resources, like training videos

<https://srhd.org/programs-and-services/school-health-safety-program/health-safety-inspections>



School Health & Safety Program

School\* distributes worksheets to staff conducting self-inspections (e.g., teachers, custodians, chemical hygiene officer, shop teacher)





# Self-Inspection Step 3

Complete SI Worksheets and Milk Cooler Information

- Worksheet Highlights
  - Format - writable *Word* document
  - Allows more space for comments
  - Requirements in **Bold**
  - Priority items only

School\* completes  
*Self-inspection  
Worksheets (including  
Milk Cooler  
information\*)*







# All Worksheets in One Document

Spokane Regional Health District  
 School Health and Safety Program  
 Self-Inspection Worksheets  
 Primary Schools

**Contents**

<b>Office Area</b> .....	2
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<b>Custodial Storage/General Building/Restrooms</b> .....	5
<b>Animals in the Classroom</b> .....	7
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# Completing SI Forms

SPOKANE REGIONAL HEALTH DISTRICT  
SCHOOL HEALTH & SAFETY GUIDE  
Self-Inspection Worksheet

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_  
Inspector: \_\_\_\_\_

**Impacts Billing**

<b>General Information</b>	<b>Principal:</b>	_____	Pre-inspection items: <input type="checkbox"/> Injury & illness reports/trends reviewed <input type="checkbox"/> Recent routine and reinspection reports reviewed  Closing conference held with: _____
	<b>Enrollment:</b>	_____	
	<b>Grade Span:</b>	_____	
	List any future construction – playgrounds, portables, building updates, etc.: _____		

**Include if unsure** ★

## Office Area

Please review this checklist in its entirety and apply all applicable recommendations and requirements during the inspection of these areas. Items in bold are required. In some cases, only a few of the items below may be relevant. Please note any issues that need to be addressed or corrected in the *Comments/Observations* section of the checklist and include the location and status if known. Item and page numbers are taken from the DOH/OSPI Health & Safety Guide for K-12 Schools in Washington.

	Item No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
<b>School Entry</b>	C-002	15	<b>Safe drop-off/pick-up locations must be provided for students</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_____
	C-001	15	<b>Safety glass must be installed in display cases, doors, etc.</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_____
	F-010	21	Walk off mats should be in place at all entrances	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_____
<b>Records &amp; Plans</b>	K-001	29	Copy of updated laboratory & science room chemical inventories should be in main office	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_____
	K-002	29	Copy of written & updated chemical hygiene plan for laboratory or science rooms should be in main office	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	_____
			<b>Laboratory &amp; science room floor plan must be in main</b>		

**Be Thorough**



# IMPORTANT NOTE

- Reference last year's re-inspection report for ongoing items
- **ONLY** mark "in compliance" on items if you know that to be accurate



# SI – the Year of Accountability

- SH&S program is transitioning to a new database – in future will be tracking items noted and correction status
- We will verify correction status during routine inspection next school year
- Inaccurate self-inspections may jeopardize participation



# Example Re-inspection Report

(from prior Reinspection Year 2021-2022)

CATEGORY	ISSUE	Insp Code	InspCodeText	SRHD Findings	Reinspect Comments
CLASSROOMS	GENERAL	B 007	All hazardous chemicals ...must be stored to prevent unauthorized use...	Cleaning products were improperly stored under the sinks in most classrooms.	Fix in 2022
CLASSROOMS	ELECTRICAL	C 021	Electrical receptacles shall be properly grounded....	The GFCI electrical outlet in Rm. 5 did not trip when tested.	Fix in 2022
PLAYGROUNDS	CLIMBERS	N 001.14	There should be no entrapments present.	There were head entrapment hazards on the playground structure at the spaces between the steps.	Fix in 2022
PLAYGROUNDS	SWINGS	N 001.27	There should be no worn chains or pivot points.	The pivot points in the swing seats on both swing structures are showing wear and should be replaced.	Fix in 2022
PLAYGROUNDS	SLIDES	N 009.10	SLIDE STRUCTURE USE ZONE - There should be 6' min. at the sides & rear.	The slide is only 4 feet from the containment barrier.	Fix in 2022



# Verifying Inspection Items

Example – Self-Inspection Year 2022-2023

Verify during visual inspection of classrooms



CATEGORY	ISSUE	Insp Code	InspCodeText	SRHD Findings	Reinspect Comments
CLASSROOMS	GENERAL	B 007	All hazardous chemicals ...must be stored to prevent unauthorized use...	Cleaning products were improperly stored under the sinks in most classrooms.	Fix in 2022
CLASSROOMS	ELECTRICAL	C 021	Electrical receptacles shall be properly grounded....	The GFCI electrical outlet in Rm. 5 did not trip when tested.	Fix in 2022



Verify by tripping outlet with GFCI tester



# Items in Question

Example – Self-Inspection Year 2022-2023

- If you do not know how to inspect an item, call School Health and Safety program
- If you cannot verify compliance, mark “out of compliance” and comment that it could not be checked

Electrical	C-021	16	Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.	Yes <b>No</b> N/A	<b>Unable to inspect</b>
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# Playgrounds – Special Instructions

Example – Self-Inspection Year 2022-2023

There is an obligation to address pending items on the self-inspection report

CATEGORY	ISSUE	Insp Code	InspCodeText	SRHD Findings	Reinspect Comments
PLAYGROUNDS	CLIMBERS	N 001.14	There should be no entrapments present.	There were head entrapment hazards on the playground structure at the spaces between the steps.	Fix in 2022
PLAYGROUNDS	SWINGS	N 001.27	There should be no worn chains or pivot points.	The pivot points in the swing seats on both swing structures are showing wear and should be replaced.	Fix in 2022
PLAYGROUNDS	SLIDES	N 009.10	SLIDE STRUCTURE USE ZONE - There should be 6' min. at the sides & rear.	The slide is only 4 feet from the containment barrier.	Fix in 2022





# Playgrounds – SI Worksheet

Example – Self-Inspection Year 2022-2023

Obligation to review and respond to issues from previous report

Corrections	Review Issues From Prior Inspection(s)	Are All Identified Issues Corrected?	List <u>All</u> Changes (If NO is checked in the previous column, provide item numbers (e.g. N-001.14) for remaining items and list changes or plans for correction)
	Review the previous routine and re-inspection. Document all changes and plans to correct previously identified playground issues or hazards (e.g., entanglements, entrapments, protrusions, surfacing depth).	Yes No N/A	

List pending item numbers and plans for changes or correction



# Playgrounds

Example – Self-Inspection Year 2022-2023

Entrapment was corrected

Swing pivots will be corrected in the summer of 2023 and parts have been ordered

CATEGORY	ISSUE	Insp Code	InspCodeText	SRHD Findings	Reinspect Comments
PLAYGROUNDS	CLIMBERS	N 001.14	There should be no entrapments present.	There were head entrapment hazards on the playground structure at the spaces between the steps.	Corrected
PLAYGROUNDS	SWINGS	N 001.27	There should be no worn chains or pivot points.	The pivot points in the swing seats on both swing structures are showing wear and should be replaced.	Fix in 2022
PLAYGROUNDS	SLIDES	N 009.10	SLIDE STRUCTURE USE ZONE - There should be 6' min. at the sides & rear.	The slide is only 4 feet from the containment barrier.	Fix in 2022

This will not be corrected until slide is replaced pending bond approval



# Playgrounds – How to Document

Example – Self-Inspection Year 2022-2023

Mark “No” since two items are not corrected

Corrections	Review Issues From Prior Inspection(s)	Are All Identified Issues Corrected?	List <u>All</u> Changes (If <b>NO</b> is checked in the previous column, provide item numbers, e.g. N-001.27, for remaining items and list changes or plans for correction)
	Review the previous routine and re-inspection. Document all changes and plans to correct previously identified playground issues or hazards (e.g., entanglements, entrapments, protrusions, surfacing depth).	Yes <b>No</b> N/A	N 001.27 Swing pivots will be corrected in the summer of 2023 and parts have been ordered.  N 009.10 This will not be corrected until slide is replaced pending bond approval.

List pending item numbers and correction plans



# More Updates – Milk Cooler Form

- **Everyone completes the form**
- Temperature reading required if milk is served to staff or students and the school does not have a school lunch program inspected by the SRHD Food Safety Program
- If cooler out of compliance, adjust then verify with second reading




# Completing the Milk Cooler Form

SPOKANE REGIONAL HEALTH DISTRICT  
 SCHOOL HEALTH & SAFETY GUIDE  
 Self-Inspection Worksheet

School: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Inspection Date: \_\_\_\_\_  
 Inspector: \_\_\_\_\_

## Milk Cooler

The temperature of the milk cooler/milk refrigerator must be checked each time a self-reinspection or self-inspection is performed if you serve milk to staff/students. However, if you have a school lunch program, the kitchen and milk coolers will be inspected by the SRHD Food Safety Program.

	Requirement/Recommendation	Temperature of Milk Cooler	In Compliance?	Was corrective action taken?	Comments/Observations If NO is checked describe corrective action taken below, include new temperature after corrections have been made
Milk Cooler	WAC 246-215-03525 Milk must be cold held at 41° F. or less	_____	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	 <b>If cooler out of compliance, adjust then verify with second reading</b>
	Signature of inspector: _____				

If any additional public food service will be offered at this facility (e.g., school lunches, fundraisers like spaghetti feeds, concession stands, DECA) please be sure to contact Spokane Regional Health District's Food Safety Program at (509) 324-1560 ext. 2 for more information.

Milk cooler inspection is checked N/A above because:

- Have school lunch program inspected by SRHD Food Safety Program
- Do not serve milk
- Other: \_\_\_\_\_





## Self-Inspection Step 4

- Avoid a **LATE FEE** - return completed self-inspection forms (including *Milk Cooler* info) to SRHD by the deadline – **March 31<sup>st</sup>**
- Return forms **electronically** (keeps costs down)
- Billing will be sent to school or school district when all materials are received and reviewed



School returns completed *Self-inspection Worksheets* (includes *Milk Cooler info*\*) to SRHD♦ by deadline



## In Closing...

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

SRHD School Health and Safety Program

[livingenvironment@srhd.org](mailto:livingenvironment@srhd.org)

509.324.1560, ext. 4



School Health & Safety Program