Spokane Regional Health District School Health and Safety Self-Inspection Worksheet K-8 Schools

Contents

Office Area	2
Classrooms/Library	4
General Building/Custodial/Restrooms	
Animals in the Classroom	
Playgrounds	11
Milk Cooler	13

School:	
Address:	
Inspection Date:	
Inspector:	

c	Principal:		Pre-inspection items:
atio	Enrollment:		Injury & illness reports/trends reviewed
Ë.	Grade Span:		Recent routine and reinspection reports reviewed
General Infor	List any future con	nstruction – playgrounds, portables, building updates, etc.:	Closing conference held with:

Office Area

Please review all items on this checklist and apply all applicable (**bolded type**) requirements (WAC/code) and (not bolded type) standards/best practices 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 2024 revised DOH/OSPI Health & Safety Guide for K-12 Schools in Washington State.

	ltem No.	Page No.	Requirement (WAC/code) or Standard/Best Practice	In Compliance?	Comments/Observations (If NO is checked explain below)
~	C-002	19	Safe drop-off/pick-up locations must be provided for students	Yes 🗌 No 🗌 N/A 🗌	
Entry	C-002a	19	Post no-idle zones in student drop-off areas		
School	C-001	19	Safety glass must be installed in display cases, doors, etc.	Yes 🗌 No 🗌 N/A 🗌	
Sc	F-010	37	Walk off mats should be in place at all entrances; cleaned routinely/replaced as necessary	Yes 🗌 No 🗌 N/A 🗌	
Plans	K-001	60	Copy of updated laboratory & science room chemical inventories should be in main office	Yes 🗌 No 🗌 N/A 🗌	
ళ	K-002	60	Copy of written & updated chemical hygiene plan for laboratory or science rooms should be in main office	Yes 🗌 No 🗌 N/A 🗌	
Office Records	К-054	73	Laboratory & science room floor plan must be in main office or on Critical Incident Planning and Mapping System (CIPMS)	Yes 🗌 No 🗌 N/A 🗌	
Off	F-016	38	Schools should have a written IAQ Management Plan.	Yes 🗌 No 🗌 N/A 🗌	
Health Room	C-006 C-006a C-007	20	First aid kit must be readily accessible and properly sized and stocked. Supplies in cabinets/drawers labeled Reference K-12 Guide: C-006a & C-007 for more information	Yes 🗌 No 🗌 N/A 🗌	
Healt	C-008	20	Cots must be non-absorbent; bedding must be laundered or discarded after each use	Yes 🗌 No 🗌 N/A 🗌	

C-009	21	Medications must be kept in locked storage (except emergency & student administered medications)	Yes 🗌 No 🗌 N/A 🗌	
C-009a	21	Disposal of medications & vape pens per ECY rules	Yes 🗌 No 🗌 N/A 🗌	
C-020	23	Health room patients should be visible to staff	Yes 🗌 No 🗌 N/A 🗌	
M-012	90	Biohazard labelled sharps container accessible to users	Yes 🗌 No 🗌 N/A 🗌	

School:	
Address:	
Inspection Date:	
Inspector:	

Classrooms/Library

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.

	ltem No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
	B-001	15	Buildings must be kept clean & in good repair	Yes 🗌 No 🗌 N/A 🗌	
a	B-006	16	Buildings/premises must be kept free of insects, rodents, and other pests	Yes 🗌 No 🗌 N/A 🗌	
General	B-007	16	Hazardous chemicals (e.g., products labeled "Keep out of Reach of Children") must be properly labeled & kept inaccessible to students.	Yes 🗌 No 🗌 N/A 🗌	
	B-008	16	Storage areas for belongings & classroom equipment must be sufficient & accessible	Yes 🗌 No 🗌 N/A 🗌	
	D-003	26	Water must clear drinking fountain nozzle	Yes 🗌 No 🗌 N/A 🗌	
	D-004	27	Back-flow preventers required on faucets with threaded, serrated, quick-coupling nozzles to prevent cross- contamination of the drinking water supply	Yes 🗌 No 🗌 N/A 🗌	
Plumbing	D-005	27	Soap (powder, foam or liquid) must be provided at hand washing sinks	Yes 🗌 No 🗌 N/A 🗌	
Plum	D-006	27	Single-service towels or warm air dryers (not recommended) must be provided	Yes 🗌 No 🗌 N/A 🗌	
	D-007	27	Toilet paper must be adjacent to each fixture	Yes 🗌 No 🗌 N/A 🗌	
	D-009	27	Water temperature must not exceed 120° F (95°F - 105°F for comfort)	Yes 🗌 No 🗌 N/A 🗌	
	D-010	28	Self-closing faucets run for a minimum 10 seconds	Yes 🗌 No 🗌 N/A 🗌	
Electrical	C-021	23	Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use must be minimized & not pose a tripping hazard.	Yes 🗌 No 🗌 N/A 🗌	
Ele	C-031	25	Electrical cord use complies with L&I rules, not a trip hazard	Yes 🗌 No 🗌 N/A 🗌	

	I-004	50	Lighting must be adequate with all lights on (See prior inspection report, check for burned out bulbs, locate desks in well-lit areas, or use light meter to verify at least 30 foot-candles)	Yes 🗌 No 🗌 N/A 🗌	
Lighting	I-004a	50	Fixture covers that reduce light below 30 foot-candles only permitted in special needs rooms, unless reading or doing fine work. Covers meet fire code.	Yes 🗌 No 🗌 N/A 🗌	
	I-006	51	Emergency exit lights must remain on	Yes 🗌 No 🗌 N/A 🗌	
	I-008a	51	Task lighting does not pose a trip hazard	Yes 🗌 No 🗌 N/A 🗌	
	F-012	37	All rooms must be free of objectionable odors, excessive heat and condensation (air fresheners, candles, high VOC markers, etc. are discouraged)	Yes 🗌 No 🗌 N/A 🗌	
đu	F-012a	37	Fabric upholstered furniture (couches, chairs, large pillows, etc.) should be avoided	Yes 🗌 No 🗌 N/A 🗌	
on & Tei	F-008	36	Minimum classroom temperature 65°F (ASHRAE recommends maximum 80°F)	Yes 🗌 No 🗌 N/A 🗌	
Ventilation & Temp	F-001	34	All rooms free of odors, excessive heat and condensation. Contaminants controlled by local mechanical exhaust ventilation approved by SRHD (eg. for 3D printer, laminators, printers, etc.)	Yes 🗌 No 🗌 N/A 🗌	
	R-011	115	Proper ventilation must be provided for equipment, materials and activities producing vapors (kilns, 3D printers, GloForges, printers, lead soldering, paints, glues, solvents, etc.)	Yes 🗌 No 🗌 N/A 🗌	
	C-011	21	Paper cutters should have finger guards & safety latches	Yes 🗌 No 🗌 N/A 🗌	
	C-014	22	Coat hooks should not create a protrusion hazard	Yes 🗌 No 🗌 N/A 🗌	
	C-015	22	Safety scissors should be used for grades K-3	Yes 🗌 No 🗌 N/A 🗌	
	C-016	22	AV equipment & heavy movable items stored on shelves are secured to the carts/shelves stored on	Yes 🗌 No 🗌 N/A 🗌	
Safety	C-017	22	Lockers and tall/unstable bookshelves over 4 feet high should be secured to prevent tipping. Bookshelves should not be double stacked.	Yes 🗌 No 🗌 N/A 🗌	
	C-029	25	No trip hazards such as electrical cords, loose rugs or tiles	Yes 🗌 No 🗌 N/A 🗌	
	C-030	25	Emergency exits/doors kept clear of desks, items, materials	Yes 🗌 No 🗌 N/A 🗌	

J-005	od service, prep and storage in classrooms, Family & Yes No N/A N/A N/A
-------	---

School:	
Address:	
Inspection Date:	
Inspector:	

General Building/Custodial/Restrooms

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.

	ltem No.	Page No.	Requirement/Recommendation	In Compliance?	Comments/Observations (If NO is checked explain below)
Supplies	B-007	16	Hazardous chemicals (e.g., products labeled "Keep out of Reach of Children") must be properly labeled & kept inaccessible to students. Reference K-12 Guide: B-007 for more information	Yes 🗌 No 🗌 N/A 🗌	
g Si	C-003	19	Safety Data Sheets available & current; chemicals labelled	Yes 🗌 No 🗌 N/A 🗌	
Cleaning	C-004	19	Custodial closets, boiler rooms & other areas where poisonous compounds are kept must be locked	Yes 🗌 No 🗌 N/A 🗌	
0	C-005	19	Flammable liquids > 10 gals. must be stored in approved flammable storage cabinets	Yes 🗌 No 🗌 N/A 🗌	
Electrical	C-021	23	Outlets within 6 ft. of sinks & grounding sources must be GFI protected. Extension cord use minimized.	Yes 🗌 No 🗌 N/A 🗌	
Ele	C-022	23	Electrical panels must be unblocked (30" W x 78"H clear area) & properly labeled	Yes 🗌 No 🗌 N/A 🗌	
	I-001	50	Lighting must be adequate in toilet areas, storerooms & corridors (See prior inspection report, check for burned out bulbs, or use light meter to verify at least 10 foot-candles)	Yes 🗌 No 🗌 N/A 🗌	
Lighting	1-002	50	Cafeteria lighting minimum 20 foot-candles.	Yes 🗌 No 🗌 N/A 🗌	
Ligh	I-006	51	Emergency exit lights must remain on	Yes 🗌 No 🗌 N/A 🗌	
	I-010	52	PCB fluorescent light ballasts inspected for leaks/removed	Yes 🗌 No 🗌 N/A 🗌	
	I-012 I-013	52	Proper disposal of fluorescent bulbs & PCB ballasts per ECY	Yes 🗌 No 🗌 N/A 🗌	
Temp	F-008 G-001	36 41	All classrooms must maintain a minimum room temperature 65° F (Should not exceed 79° F)	Yes 🗌 No 🗌 N/A 🗌	
tion	F-012	37	All rooms must be free of objectionable odors, excessive heat and condensation (air fresheners, candles, high VOC markers, etc. are discouraged)	Yes 🗌 No 🗌 N/A 🗌	
Ventilation	R-011	115	Proper ventilation must be provided for equipment, materials and activities producing vapors (kilns, 3D printers, GloForges, printers, lead soldering, paints, glues, solvents, etc.)	Yes 🗌 No 🗌 N/A 🗌	

	F-013	38	Ozone generators should not be used in occupied areas	Yes 🗌 No 🗌 N/A 🗌
	F-011	37	Vacuum cleaners should be equipped with HEPA filters	Yes 🗌 No 🗌 N/A 🗌
	G-020	44	Carbon monoxide monitors installed in mechanical rooms & occupied zones where gas combustion appliances are in use (mechanical rooms, etc.)	Yes 🗌 No 🗌 N/A 🗌
	D-001	26	Plumbing must be sized, installed, maintained and properly functioning	Yes 🗌 No 🗌 N/A 🗍
	D-003	26	Water must clear the drinking fountain nozzle	Yes 🗌 No 🗋 N/A 🛄
	D-004	27	Back-flow preventers required on taps with threaded, serrated, quick-coupling nozzles (custodial closets, mop sinks, etc.) to prevent cross-contamination of the drinking water supply	Yes 🗆 No 🗔 N/A 🗔
Plumbing	D-005	27	Soap (liquid, foam, powdered) must be provided at handwashing sinks	Yes 🗌 No 🗌 N/A 🗍
PIL	D-006	27	Single-service towels or warm air dryers (not recommended) must be provided	Yes 🗌 No 🗌 N/A 🗍
	D-007	27	Toilet paper must be adjacent to each toilet fixture	Yes 🗌 No 🗌 N/A 🛄
	D-009	27	Water temperature must not exceed 120° F (95°F - 105°F for comfort)	Yes 🗆 No 🗔 N/A 🗔
	D-010	28	Self-closing faucets must provide at least 10 seconds of water flow	Yes 🗆 No 🗔 N/A 🗔
	B-001	15	Buildings must be kept clean & in good repair	Yes 🗌 No 🗌 N/A 🛄
	B-004	15	Stairways/steps must have handrails & non-slip treads	Yes 🗌 No 🗋 N/A 🛄
	B-005	16	Floors must be easily cleanable	Yes 🗌 No 🗋 N/A 🗍
_	B-006	16	Buildings/premises must be kept free of insects, rodents, & other pests	Yes 🗌 No 🗌 N/A 🗍
General	B-008	16	Storage areas for belongings & classroom equipment must be sufficient & accessible	Yes 🗌 No 🗋 N/A 🗍
	C-010	21	Radiators & steam/hot water pipes in student areas must be shielded	Yes 🗌 No 🗌 N/A 🗌
	C-017	22	Lockers & tall/unstable bookshelves > 4 ft. high secured to prevent tipping. Bookshelves should not be double stacked.	Yes 🗌 No 🗔 N/A 🗔
	C-030	25	Emergency exits/doors kept clear of desks, items, materials	Yes 🗆 No 🗔 N/A 🗔

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

School:	
Address:	
Inspection Date:	
Inspector:	
mspector.	-

Animals in the Classroom

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.

	ltem No.	Requirement/Recommendation		In Compliance?	Comments/Observations (If NO is checked explain below)
	0-001	99	School designee (e.g., principal, administrator) should be notified before student-animal interactions. Inappropriate animals excluded (venomous, strays, etc.)	Yes 🗌 No 🗌 N/A 🗌	
	O-002	99	Parents should be notified if animals will be kept in classroom or interacted with on a field trip (eg. petting zoo) due to allergy/indoor air quality issues Reference K-12 Guide: O-001a for more information	Yes 🗆 No 🗔 N/A 🗔	
	O-003	100	Animals should be kept in cages & handled in designated area with impervious & cleanable surfaces	Yes 🗌 No 🗌 N/A 🗌	
	O-004	100	Cages should be lockable & cleaned daily by staff (or supervised by staff)	Yes 🗌 No 🗌 N/A 🗌	
	O-005	100	Animals should be handled under adult supervision. Bite resistant gloves should be worn	Yes 🗌 No 🗌 N/A 🗌	
Animals in the Classroom	O-005	100	Everyone handling animals (including bedding, cages, etc.) & reptiles (snakes, lizards, turtles) should wash their hands to prevent infectious diseases. A "Hand Wash" sign should be posted. Reference K-12 Guide: O-006 & O-015 for more information	Yes 🗌 No 🗌 N/A 🗌	
nimals in t	O-008	101	Heat lamps should be kept away from flammable bedding. Extension cords meet NEC codes and are not used for heat lamps	Yes 🗌 No 🗌 N/A 🗌	
Ā	O-009	101	Wild animals should not be allowed in the classroom – all animals should have appropriate vaccinations	Yes 🗌 No 🗌 N/A 🗌	
	0-010	102	Aquarium tanks should be on a sturdy stand & cleaned regularly – water should be disposed of in custodial sink, not classroom sink used for food prep, drinking or hand washing	Yes 🗌 No 🗌 N/A 🗌	
	0-011	102	Animal bites must be reported to school nurse & SRHD	Yes 🗌 No 🗌 N/A 🗌	
	0-012	102	Animals – after school/weekend care	Yes 🗌 No 🗌 N/A 🗌	
	0-013	103	Hook billed birds not recommended & should not be handled by children	Yes 🗌 No 🗌 N/A 🗌	
	0-016	104	Supervision, signage & handwashing should be provided whenever students interact with animals at petting zoos/exhibits –food & drink should be prohibited Reference K-12 Guide: O-014 for more information	Yes 🗌 No 🗌 N/A 🗌	

	0-017	105	Service animals complying with state law allowed in schools (dogs & miniature horses)	Yes 🗌 No 🗌 N/A 🗌	
	0-018	105	If therapy animals allowed by school then policies/procedures for training/health/safety in place	Yes 🗌 No 🗌 N/A 🗌	
See	See appendix E for additional recommendations.				

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

School:	
Address:	
Inspection Date:	
Inspector:	

Playgrounds

Please review this worksheet 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 worksheet 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. Several page numbers are in ASTM F1487-11 and/or the CPSC *Public Playground Safety Handbook <u>https://www.cpsc.gov/s3fs-public/325.pdf</u>.*

	Item Page Requirement/Recommendation No. No.		In Compliance?	Comments/Observations (If NO is checked explain below)	
Plan Review	N-003 94 New playground plans must be reviewed by SRHD before the equipment or surfacing is installed		Yes 🗌 No 🗌 N/A 🗌		
ion	N-004	94	A written supervision policy should be in place (including playground emergencies, selecting & training supervisors, limiting use during bad weather, etc.) Reference K-12 Guide: N-006 for more information	Yes 🗌 No 🗌 N/A 🗌	
Supervision	N-007	95	Written playground rules should be posted at school, taught to students & sent to parents	Yes 🗌 No 🗌 N/A 🗌	
S	N-001.5	CPSC 2.2.6	On-site visual supervision should be present	Yes 🗌 No 🗌 N/A 🗌	
	N-015	CPSC 3.2.1	Children should not wear drawstrings, jewelry, etc.	Yes 🗌 No 🗌 N/A 🗌	
a	N-010	96 CPSC 4.1	School/district maintenance should have a comprehensive inspection program	Yes 🗌 No 🗌 N/A 🗌	
Maintenance	N-012	96	Playground inspections include identifying hazards per CPSC/ASTM standards and documenting Reference K-12 Guide: N-011 for more information	Yes 🗌 No 🗌 N/A 🗌	
Σ	N-013	41	Procedures should be in place to address playground hazards	Yes 🗌 No 🗌 N/A 🗌	
cing	N-001.7	CPSC 3.6	Playgrounds should have proper drainage, be free of tripping hazards & other hazards (broken glass, etc.)	Yes 🗌 No 🗌 N/A 🗌	
k Surfacing	N-001.8	CPSC 3.6	Playgrounds should not have exposed concrete footings within the surfacing of the use zone	Yes 🗌 No 🗌 N/A 🗌	
nd area &	N-001.9	CPSC 3.5 ASTM 9.8.4.1	Playgrounds should not have overhead obstructions (cables, branches, etc.) less than 7' from play surface	Yes 🗌 No 🗌 N/A 🗌	
Playground	N-009.3	CPSC 2.4.2.2 Table 2	Depth of resilient surfacing should be at least 9 inches Refer to CPSC 2.4.2.2 Table 2 (page 11) for surfacing depth needed to provide adequate fall protection for various types of surfacing	Yes 🗌 No 🗌 N/A 🗌	

Corrections	Review Issues From Prior Inspection(s) Review the previous routine and re-inspection. Document all changes & plans to correct previously identified playground issues or hazards (e.g., entanglements, entrapments, protrusions, surfacing depth).			Are All Identified Issues Corrected? Yes No N/A	(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
	N-014 97 Soccer goals should be properly anchored to prevent tipping			Yes 🗌 No 🗌 N/A 🗌	List <u>All</u> Changes
	N- 001.14	CPSC Sec. 3 ASTM Sec. 6	There should be no head entrapment spaces on equipment that could entrap a child's head. Refer to CPSC Appendix B: Playground Testing (B.2.4 on page 51)	Yes 🗌 No 🗌 N/A 🗌	
Ec	N- 001.14	CPSC Sec. 3 ASTM Sec. 6	There should be no entanglement spaces on equipment that could catch clothing or a string (eg. bolts at the top of slides, slide bed sections with gaps	Yes 🗌 No 🗌 N/A 🗌	
Equipment Hazards	N- 001.14	CPSC Sec. 3 ASTM Sec. 6	There should be no protrusions on equipment (eg. bolts with >2 threads protruding) Refer to CPSC Appendix B: Playground Testing (B.2.1-3 on page 49)	Yes 🗌 No 🗌 N/A 🗌	
zards	N- 001.14	CPSC Sec. 3 ASTM Sec. 6	No crush points between moving parts – eg. suspension bridges, merry-go-rounds, rubber boot over tire swing mechanism in good condition)	Yes 🗌 No 🗌 N/A 🗌	
	N- 001.27	CPSC 2.5.2	There should be no worn chains or pivot points	Yes 🗌 No 🗌 N/A 🗌	
	N- 001.13	CPSC 3.5 , 5.3.6	There should be no cables or chains longer than 7 inches with an unattached end (eg. extra swing chain, overhead ring handles)	Yes 🗌 No 🗌 N/A 🗌	
	N- 001.10	CPSC 4.1 Table 3	Playground equipment should be free of dry rot, split boards, adequate structural integrity, etc.	Yes 🗌 No 🗌 N/A 🗌	
	N-009.4 CPSC 2.4.2.2 ASTM 13.2.1 CPSC 2.4.2.2 Resilient surfacing should not be deteriorated or trenched (e.g., under swings, slides)		Yes 🗌 No 🗌 N/A 🗌		
		ASTM 13.2.1			

School:			
Address:			
Inspection Da	ate:		
Inspector:			

Milk Cooler

The temperature of the milk* in the milk cooler/milk refrigerator must be checked each time a 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.

	ltem No.	Requirement/Recommendation	Temperatur e of Milk* in 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	J-014	WAC 246-215-03525 Milk must be cold held at 41° F or less. If temperature exceeds 41° F take corrective action & document corrected temperature.		Yes 🗌 No 🗌 N/A 🗌	Yes 🗌 No 🗍	
2	Signatu	re 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:

 \square

*The intent of this requirement is to ensure the milk is held at proper temperature, rather than just recording the air temperature in the refrigerator. To correctly monitor, you may either use a metal stem thermometer to check the temperature of the milk itself or of a container of water that has been held in the refrigerator. Best practice is to take the temperature of the product in the warmest part of the cooler (i.e., the top shelf or door).