

**NOBLE AVENUE ELEMENTARY**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**INTEROFFICE MEMO**

To: All Staff  
From: George Khatchadourian, AP  
Date: September 3, 2009  
Re: Office of Environmental Health and Safety visitation

On Thursday, **September 17<sup>th</sup>**, the OHES will be paying us a visit and inspecting classrooms, offices, bathrooms, cafeteria, buildings, etc. They will be looking for **anything** and **everything** that can be considered unsafe/unhealthy to anyone at our school.

The following is a checklist that you can use to identify and correct (if needed) some of the areas they will be looking at. Please get your classroom ready for their visit (and of course maintain it throughout the year). Mr. Riley and I will be doing our own inspections of the classrooms on Friday, September 11<sup>th</sup>, to make sure that we are ready and to answer any of your questions and/or concerns.

- Emergency Exits in all rooms/offices must be unobstructed and clearly marked
- All doorways and exits may not be locked/blocked
- Items on top of closets/rolling carts/shelves must be secured
- No loose items (ie. boxes, books, maps, etc.) on top of cabinets
- No "clutter" in the classroom (it can be a fire/safety hazard)
- Items on bookshelves taller than 4 ft. must have a cord across each shelf to prevent the items from falling
- Tall file cabinets/bookshelves need to be secured to the wall
- Main Frame/computer hubs must be unobstructed and have 3 ft. clearance
- Electrical Panels must be unobstructed and have 3 ft. clearance
- No combustible materials are to be attached to exit doors (door decorations, paper, plastic, etc.)
- No objects are to be hung from lighting fixtures
- HVAC systems need to be checked and filters need to be cleaned/changed every 3-4 months (report to plant manager if dust builds up on air system)
- Cleaning materials must be district approved (distributed by Plant Manager), LABELED, and stored out of reach of children in the teacher's closet.
- Air-fresheners, sprays, or plug-ins are *absolutely not allowed*.
- Water flushing is done daily and recorded on the Monthly Flushing Log.
- Extension cords are only for temporary use and must be unplugged and put away after use
- Surge protectors must be used with all computers and other permanent electronic equipment
- Surge protectors/extension cords may not be "daisy-chained" together
- Computers must be connected to the internet at the "drops" – Ethernet lines may not be extended from one side of the room to the other – (reconfigure classroom set-up if needed – see Mr. Gonzalez)
- Stained/broken ceiling tiles are to be reported to the plant manager by the classroom teacher
- Paint flaking/chipping away around the school is to be reported to the plant manager
- Soap dispensers are to be filled in all bathrooms/classrooms (report empty soap dispensers to the plant manager)
- ALL CLASSROOMS NEED TO BE CLEANED/DUSTED/SWEPT – if they are not, please notify the plant manager.

If you have anything that you need assistance with or have any questions, **please fill out the "Write it – Don't just Say it!!!"** form attached to this memo and place it in my box. Thank you in advance for your all help.