

COLUSA UNIFIED SCHOOL DISTRICT
FACILITY ROOM INSPECTION FORM

SITE: _____ **ROOM:** _____ **DATE:** _____ **TIME:** _____ **INSPECTED BY:** _____

| REFERENCE | PASS | FAIL | N/A | COMMENTS |
|---|------|------|-----|----------|
| Storage of combustible material in boiler, mechanical and electrical rooms is prohibited CFC Sec F 315.2.3 | | | | |
| Paper coverage "artwork & teaching material" in classrooms is limited to not more than 25% of wall area for rooms without automatic sprinklers. NFPA 101 sec 14.7.4.3 & sec 15.7.4.3 | | | | |
| All drapes, hangings, curtains, drops and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame retardant solution or process approved by the state fire marshal. CFC 807.1.2 & CCR Title 19, Div 1, 3.08 | | | | |
| Minimum working space of not less than 30" in width, 36" in depth and 78" in height in front of electrical panels. CFC, section 605.3. Boiler rooms, mechanical rooms, transformers, switch gear vaults and electrical rooms shall not be used as storage. | | | | |
| Obstructions, including storage, may not be placed in the required width of the means of egress, nor may the exit door be obstructed. Exit doors must be maintained operable at all times. CFC 807.4.1 & CFC 1030.2 | | | | |
| Fire extinguishers need to be mounted and visible so that they are readily accessible to employees without subjecting the employee to possible injury. CFC 906.6 & CFC 509.2 | | | | |
| Ceiling clearance for sprinkler areas is 24" and 18" for non sprinkler areas. | | | | |
| Power taps (power strips) shall not be plugged into another power tap nor shall they extend through walls, ceilings, floors, under doors, or be subject to environmental damage including concealing it. Power taps must be UL listed. CFC 605.4.3 & Title 8, 2500.8(a)(1) | | | | |
| Compressed gas cylinders need to be secured to prevent falling and valve cap be attached at all times unless the cylinder is in use, being serviced or filled. CFC 3003.5.3 | | | | |
| Decorative materials shall not be attached or hanging from ceilings. No decorative materials on or within 3' of exit doors. No decorative materials near heating equipment. CFC 807.4.3 | | | | |
| Chains & padlocks on panic hardware doors are prohibited. CBC 1008.1.9 | | | | |
| Use of candles or open flames is prohibited. CCR Title 19, 3.25 & CFC 308. | | | | |
| Extension cords shall not be more than 8' in length and a minimum of 16 gauge wire. No more than one appliance or fixture per cord and must be grounded. CFC Title 24 Chapter 605. | | | | |
| Use of portable space heaters shall not be used on district property as recommended by the district insurance carrier. | | | | |

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| REFERENCE | PASS | FAIL | N/A | COMMENTS |
|---|------|------|-----|----------|
| Walls are in good repair and paint is in good repair. No peeling or chipping. | | | | |
| Carpet is in good repair. No rips, tears or stains. | | | | |
| VCT is in good repair. No rips or tears. | | | | |
| Dispensers are present and properly labeled. Dispensers are filled and free of dust and debris. | | | | |
| Electrical outlets and switches are not obstructed and easily accessible. A minimum 24" clearance is required for flammable material placed on a wall. Outlets and switches are not broken and are properly grounded. | | | | |
| Light fixtures are functional and covers are present and not broken. | | | | |
| Ceiling tiles are present and not broken or stained. | | | | |
| Windows are not broken or cracked and are clean. Paper shall not be attached to windows. Screens are in good repair. | | | | |
| Window coverings are operable and free of defects. | | | | |
| Window sills are free of dust and debris and accessible. | | | | |
| Plumbing fixtures are in good repair and clean. | | | | |
| Doors, frames, hinges, latches, closers, thresholds, handles and stops are in good repair and free of dirt and debris. Doors shall not have anything attached to them. | | | | |
| TV stands are in good repair, securely attached, properly wired and free of dust and debris. | | | | |
| Room is properly identified. | | | | |
| Waste receptacles are empty and free of dirt and debris and in good repair. | | | | |
| Desks, counters and tables are in good repair and are free of dirt, debris and graffiti. | | | | |
| Cabinets and closets are in good repair and items not stored on top of cabinets to prevent fall hazards. | | | | |
| Sprinkler areas are free of obstructions on sprinkler heads and functional. Required testing has been completed. | | | | |
| Phone jack is secured to wall and wires not exposed. | | | | |
| Room equipment and carts are in proper repair and functional. Equipment is safe for operation. | | | | |
| HVAC systems are functional and in good repair. Filter is clean and vents show no signs of dirt or debris. | | | | |
| No evidence of any safety related issues present. | | | | |
| Miscellaneous (Note any other findings in the comment section) | | | | |

1. Send a copy of this report to site administration (By e-mail).
2. Send a copy of this report to the site head custodian. (By e-mail)
3. Send a copy of this report to the custodian responsible for this area. (By e-mail)
4. Place a copy in the inspection binder in MOT office.