

FRANKLIN COUNTY PUBLIC HEALTH

**SCHOOL INSPECTION
GUIDANCE**

July 2021

**FRANKLIN COUNTY BOARD OF HEALTH
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A. School Grounds/Building Exterior

1. Solid Waste Storage and Disposal Areas

- a. Trash and recycling containers shall be adequate in numbers to properly store trash, garbage, solid waste, or recyclables.
- b. Trash and recycling containers shall be equipped with lids and covered when not in use.
- c. Trash and recycling containers shall be clean and maintained in good condition; and
- d. The solid waste storage and recycling areas shall be maintained, clean and show no evidence of attracting vectors, rodents, insects, pests, or other vermin.

2. Vectors

- a. The exterior of school grounds shall not have food sources, breeding sources, or provide harborage conditions for vectors, rodents, insects, or vermin.
- b. A professional pest control agency or licensed pest applicator should be contacted for proper pest control.

3. General Conditions

- a. School grounds shall be maintained in a clean and nuisance free condition.
- b. No evidence or conditions shall exist that may cause water intrusion into school buildings.
- c. All sidewalks and hard surface play areas should be level and free of excessive cracking to minimize trip hazards.
- d. Not storing any insecticides inside the school to prevent hazardous exposure.

B. School Indoor Environment/Building Interior

1. Hallways

- a. Exterior doors shall have no cracks, gaps or other visible openings that would allow entry of insects or other pests into the building.
- b. There shall be an adequate walk off mat(s) at every entry point into the school building to control dirt and moisture from foot traffic.
- c. Hallways shall be clear of materials and clutter that restrict proper cleaning and sanitation.
- d. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold; and
- e. There shall be no evidence of pests or obvious food sources for pests.
- f. Doors should be properly installed and maintained to fit tightly in their frame. Exterior doors should have no cracks, gaps or other visible openings that would allow the entry of insects or other pests into the building.
- g. There should be no long-term storage of items that inhibit or restrict routine maintenance or cleaning.
- h. Lighting should be provided in all areas of the school building; guarding or shields should be present on fixtures designed to be equipped with guards or shields or provided in areas where potential impact hazards exist.
- i. Stair treads and handrails should be secure and in good repair.

2. Classrooms

- a. Classrooms shall be clean and maintained in a good condition. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation.
- b. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible

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cracks,gaps, damage, or visible mold.

- c. Area rugs, carpeting, vinyl tufted textile, mats or any other area flooring material shall be clean and maintained in good condition.
 - d. There shall be no evidence of insects or pest.
 - e. Furniture, pillows, and toys shall be clean and in good condition.
 - f. Food and food sources shall be properly stored to prevent insect or pest infestation.
 - h. The heating, ventilation and air conditioning systems shall be operable and maintained according to the manufacturer’s design and specifications.
 - i. Air supply and return air grills shall be clean and unobstructed.
 - j. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use.
 - k. Elemental mercury or mercury containing devices shall not be permitted in classrooms or storage areas.
 - l. Animals: <https://myfcph.org/environmental-health/community-environmental-health/schools/>
 - m. Material Safety Data Sheets for every hazardous chemical used in the school building or on school grounds for cleaning, maintenance or instruction should be available to staff in areas where chemicals are used and in the school office or other appropriate designated central area of the building.
 - n. Ceilings should be present, intact, and sanitary with no water damage, stains, suspected mold or chipping or peeling paint.
3. Science Classrooms:
- a. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases.
 - b. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use; and
 - c. Fume hoods shall be used when hazardous airborne contaminants are generated. Fume hoods shall be properly maintained in accordance with manufacturer’s specifications.
 - d. Shelves or shelving units for chemical storage should be in good repair, adequately supported, have anti-roll lips, and should be secured to the wall or floor.
 - e. Food and drinks should not be stored in refrigerators storing chemicals or specimens.
 - f. Emergency showers and eyewash stations should be operational, unobstructed, and located within ten seconds of all workstations. Eyewash stations should have at least fifteen minutes of continuous water flow with adequate pressure and should be capable of flushing both eyes simultaneously. Documentation that emergency showers and eyewash stations have been tested monthly should be available upon inspection.
 - g. First aid and chemical spill kits should be appropriately supplied and immediately accessible to staff.
4. Visual Art Classrooms:
- a. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases.
 - b. All chemicals and cleaning products shall be stored in accordance with the label and

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inaccessible to students when not in use; and

- c. Fume hoods shall be used when hazardous airborne contaminants are generated. Fume hoods shall be properly maintained in accordance with manufacturer's specifications.
 - d. There should be no use or storage of solvent-based inks or markers that are not Art and Creative Materials Institute (ACMI) approved.
 - e. Solvents should not be used in elementary classrooms unless an AP label from ACMI is present. Solvents used in secondary education classrooms should be covered or capped during instructional or activity periods and when not in use and should be properly labeled.
 - f. Kilns should have local exhaust systems and should be used under staff supervision.
5. Industrial Art Classrooms
- a. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases.
 - b. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use; and
 - c. Fume hoods shall be used when hazardous airborne contaminants are generated. Fume hoods shall be properly maintained in accordance with manufacturer's specifications.
 - d. Guards on blades, belts, or other devices should be operational, secure, and in place when equipment is in use.
 - e. Control switches, including emergency shut off switches, should be accessible to any person in the classroom.
6. Family and Consumer Science Classrooms
- a. Food and food sources shall be properly stored to prevent insect or pest infestation.
 - b. All appliances shall be clean and in good condition. The refrigerator shall contain an accurate thermometer and shall maintain food product temperature at an internal temperature of forty-one degrees Fahrenheit or below.
 - c. All chemicals and cleaning products shall be stored in accordance with the label and inaccessible to students when not in use.
 - d. Plumbing fixtures shall be clean, sanitary, operable, properly supplied with potable water and maintained in good condition; and
 - e. Proper hand washing practices shall be implemented and practiced by staff and students to remove contaminants and prevent communicable diseases.

C. Animals

- 1. Hand washing shall be available and used after animals are handled.
- 2. There shall be no excessive accumulation of animal waste in animal cages, containers or on any other surface.
- 3. All animal food shall be properly stored to prevent insect and pest infestation.
- 4. Animals shall not be permitted on surfaces where food or drink is prepared or consumed.
- 5. The following animals shall not be permitted:
 - a. Rabies vectors including, but not limited to raccoons, bats, skunks, coyotes, or fox.
 - b. Wolves or wolf-hybrids, stray, or other wild animals.
 - c. Dogs, cats, and ferrets that are not currently vaccinated against rabies.
 - d. Dangerous, aggressive, or unpredictable animals; and

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- e. Venomous or toxin-producing spiders, insects, reptiles, and amphibians.
- 6. The following animals shall not be permitted in classroom with children under the age of 5 years of age:
 - a. Ferrets, reptiles and amphibians, chicks, ducklings, and hatching eggs; and
 - b. Any other indigenous wildlife used for educational purposes may be allowed only if school staff or presenters possess the proper permit(s) for the animal(s) and meet all requirements through the Ohio Department of Natural Resources - Division of Wildlife.

D. Restrooms:

- 1. Floors, walls, ceilings, and partitions shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
- 2. Plumbing fixtures shall be clean, sanitary, operable, properly supplied with potable water and maintained in good condition.
- 3. Hand washing sinks shall be provided with hand soap, individual disposable towels, continuous towel system or a heated-air hand drying device. Handwashing will be implemented to remove contaminants and prevent communicable diseases.
- 4. Adequate numbers of waste receptacles shall be conveniently located and emptied as necessary; and
- 5. Provide proper ventilation of restrooms to control odors and/or remove any sources of odors.
- 6. Diapering facilities should be sanitary and in good condition. Elevated diapering facilities should be properly guarded to prevent falls.

E. Water/Drinking Fountains:

- 1. Water/drinking fountains shall be clean, sanitary, maintained in good condition and the water stream shall crest at least 1 inch above the mouth guard

F. Auditoriums and Stage Areas:

- 1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold; and
- 2. No excessive dust, clutter or accumulation of materials that restrict access or proper cleaning and sanitation.

G. Dining Areas:

- 1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
- 2. Cafeteria tables shall be cleaned and sanitized between each use; and
- 3. Floors shall be cleaned immediately after spills occur and after periods when food is served.

H. Library/Media Centers:

- 1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
- 2. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation.
- 3. Area rugs, carpeting, vinyl tufted textile, mats or any other area flooring material shall be clean and maintained in good condition; and
- 4. Furniture, pillows, and toys shall be clean and in good condition.

I. Indoor Athletic Facilities (Gymnasium):

- 1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps,

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damage, or visible mold.

2. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation; and
3. Mats and padding shall be in clean and in good condition.

J. Locker Rooms:

1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
2. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation.
3. If the shower facilities are used, the plumbing fixtures shall be clean, sanitary, operable, properly supplied with hot and cold potable water and maintained in good condition.
4. If the shower facilities are not used, the plumbing fixtures shall be maintained without leaks, and the floor drains shall be maintained or capped to prevent sewer odors and insect infestation; and
5. Restroom facilities shall comply with requirement for restrooms in this guidance document.
6. Operational showers should not be used for storage.
7. Non-operational showers used for storage should be clean, sanitary, and supplied with a non-operable water source and drains that prevent infiltration of sewer gas.

K. Weightlifting/Training Rooms:

1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
2. No excessive dust, clutter or accumulation of materials that restrict proper cleaning and sanitation.
3. Equipment shall be clean, sanitary and in good condition; and
4. An appropriate disinfectant(s) shall be available and properly used to disinfect equipment and tables between uses to prevent communicable diseases.

L. Custodial Closets and Mechanical Rooms:

1. Custodial closets and mechanical rooms shall be inaccessible to unauthorized individuals and students.
2. No excessive clutter or accumulation of materials that restrict access, maintenance, or cleaning.
3. All cleaning agents and chemicals shall be properly labeled and stored; and
4. All sinks and water supplies shall be equipped with backflow prevention devices.
5. Safety Data sheets (SDSs) should be readily accessible to staff for all hazardous chemicals used or stored in the custodial closet.

M. Storage Rooms and Work Rooms:

1. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold; and
2. No excessive clutter or accumulation of materials that restrict access, maintenance, or cleaning.

N. Healthcare/Nurse's Room:

1. A toilet and hand sink shall be adjacent to the health care area. Restroom facilities shall comply with requirement for restrooms in this guidance document. It is recommended that this area not be used by the public.

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2. If a cot, mattress, or bed is provided it shall be protected by a waterproof cover and maintained in good repair, clean and sanitary condition. It shall be cleaned and disinfected between uses.
3. A sharps container shall be supplied when necessary.
4. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
5. No excessive clutter or accumulation of materials that restrict access, maintenance, or cleaning; and
6. A first aid kit and first aid reference document shall be available in the healthcare area.
7. Locked storage for medications is required
8. Not storing food and medication together in the same refrigerator in the clinic. Recommended not to store student's food and employees/ staff/ teacher's food in the same refrigerator.

O. Teacher's Lounges/Break Rooms:

1. All appliances shall be clean and in good condition.
2. All food shall be properly stored to prevent insect or pest infestation.
3. Floors, walls, and ceilings shall be clean and maintained in good condition. No visible cracks, gaps, damage, or visible mold.
4. No excessive clutter or accumulation of materials that restrict access, maintenance, or cleaning; and
5. Furniture, area rugs or any other area flooring material shall be clean and maintained in good condition.

P. Heating, Ventilation, and Air Conditioning Systems:

1. The heating, ventilation and air conditioning systems shall be operable and maintained according to the manufacturer's design and specifications; and
2. Air supply and return air grills shall be clean and unobstructed.

Q. Playground:

1. All playground equipment should be in good repair
2. Equipment components should not have any protruding bolts or separations that could cause the entanglement of a portion or portions of the body, clothing, jewelry, or other items that may result in the strangulation or dismemberment of the user.
3. Use zones around slides, swings and stationary equipment should be free of obstructions and should be of the following dimensions

Material	Fall Height	Inches of Compressed Material
Wood Mulch (non-CCA)	7 feet	9 inches
Wood Chips	10 feet	9 inches
Sand	4 feet	9 inches
Pea Gravel	5 feet	9 inches
Shredded Rubber	10 feet	9 inches

4. Loose-fill surfacing is maintained at a depth of at least 9 inches in use zones (at least 6 inches for shredded/recycled rubber). This depth is adequate for the following fall heights:
5. Use zones around slides, swings and stationary equipment are free of obstructions and are of the following dimensions:
 - SLIDES: At the front of the slide, the use zone for slides less than or equal to six feet are at least six feet, for slides greater than six feet the use zone should be equal to the height of the slide (not required to exceed eight feet), and a six-foot radius from all other parts of the slide.
 - BELT SWINGS: Twice the height of the swings (from the surfacing material to the pivot point of

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the swing) in front and back and a six-foot radius from the sides of the swing structure.
(Buckets-twice height from seat surface to point).

- MULTI-AXIS SWINGS: $Y + 72''$ (Y=height from pivot point to the seat surface) measured out in all direction from the pivot point.
 - STATIONARY EQUIPMENT: Six feet in all directions.
 - FALL PROTECTION: Guardrails or protective barriers should be installed where appropriate
6. Furthermore, the use zone for all swings, merry-go-rounds, and the exit area of slides can have no overlap of use zones from other equipment.
7. SWINGS:
- Twice the height of the swings (from the surfacing material to the pivot point of the swing) in front and back and a six-foot radius from the sides of the swing structure
 - All "S" hooks should be closed
 - Swings like rope swing, multiple occupancy swing, animal figure swings etc. are not recommended for playground use should not be present on school grounds.