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November 16, 2012

Mr. Steve Sutorus
Vice President, Fiscal Services
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
114 South Del Rosa Drive
San Bernardino, CA 92408

RE: SWACC PROPERTY & LIABILITY INSPECTION FOLLOW-UP AUDIT

Dear Mr. Sutorus:

On November 5, 2012, I had the privilege to meet with you and Mr. Whitney Fields with regards to conducting the SWACC Property & Liability Inspection Follow-up Audit. I would like to thank you and your staff for taking the time to meet with me during the process to discuss any issues that may have arisen since the previous year's SWACC Inspection.

The purpose of the visit was to conduct a follow-up review of the findings in the SWACC Property & Liability Inspection that was conducted in October and November, 2011. The progress toward addressing the priority recommendations noted below were discussed and verified.

COLOR KEY

- **GREEN = Completed**
- **BLUE = Partially Completed**
- **RED = Not Completed**

DISTRICT WIDE RECOMMENDATIONS

1. **Unsecured bookcases and shelves** – Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.
A vast improvement has been noted across the District.
2. **Unsecured high level items** – Materials stored on top of cabinets or upper shelves created a falling object hazard. The materials should be secured or removed and stored at a lower level.
A vast improvement has been noted across the District.

HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS CAMPUS

CHS Science Prep Base Room

1. Ventilation hoods should be regularly tested for airflow. Minimum average face velocity airflow of 100 linear feet per minute should be required and the sash should be marked where this airflow is obtained. Consideration should be given to providing a vane anemometer to allow lab personnel to obtain the airflow measurements themselves.

Issue closed – unit was tested on February 29, 2012.



LADM 102 Storeroom

2. A container marked 'Radioactive' is located in the storeroom cabinet. This item needs to be tested and disposed of accordingly.

Issue still open – the container is still located in the storeroom cabinet.



LADM 106 Geology

3. Exits and other elements of an emergency evacuation route must be kept clear at all times. Many exit doors and aisles were obstructed or partially obstructed. Doors that open to an exit pathway must not be propped or tied open.

Issue still open – goods and equipment still block the identified emergency exit.

4. The location of electrical power cords created a trip/fall hazard. Cords should be routed away from walking areas or properly secured to eliminate the hazard.

Issue still open – electrical cords are still located across walk routes.



LADM 211

5. The supplied fire extinguisher had not received an annual service since April, 2009. Annual testing must be undertaken to ensure the unit is operational. To ensure the inspections are done, the inspection tag should be initialed and dated by the person conducting the inspection.

Issue closed – fire extinguisher has been tagged and within the annual inspection cycle.

LADM 243 Mechanical & Electrical Room

6. Water heaters should be strapped to the wall or bolted to the floor to prevent them from tipping over during potential seismic activity.

Issue still open – the water heater has not been strapped; however, it was not functioning at the time of the audit.

M&O Grounds

7. Flammable liquids should not be left out in general areas and potentially stored near sources of ignition such as gas-fired furnaces, water heaters or boiler units.

Issue closed – all flammable liquids are correctly stored.

OE1 101 Access/Egress

8. The Art Room has only one designated exit. A second passage door through to the EMS Labs is available to be used; however, this passageway is blocked from both the Art Room and the EMS Lab side. Safe exiting aisles with a minimum width of 30" should be maintained from all parts of each room. This can be accomplished by re-arranging desks, removal of unused materials or furniture, or a combination of the above.

Issue closed – the area has been cleared out of all equipment.



OE1 107 BLS Closet

9. Due to the hazardous materials stored within, the exterior should be labeled with the NFPA diamond shaped sign with appropriate numeric warning ratings for the materials.

Issue closed – NFPA sign located.



OE1 110 Storeroom

10. Housekeeping should be improved. The area should be kept in a clean and orderly condition. Aisles and passageway should be kept clear and in good repair

Issue closed – the area has been cleared up and housekeeping has been improved.

OE1 Room 127

11. An extension cord was loaded onto a second extension cord, potentially leading to overloading of the system.

Issue closed – cable management has been improved.



OE2 Fire ACAD Training Room

12. Exits and other elements of an emergency evacuation route must be kept clear at all times. Many exit doors and aisles were obstructed or partially obstructed. Doors that open to an exit pathway must not be propped or tied open.

Issue closed – the obstructions have been removed.

OE2 Laundry Pit

13. The miscellaneous material stored against the wall is not stored on appropriate shelving. All material should be removed and suitable shelving units located for safe storage.

Issue still open – the material stored in the area belongs to a secondary department; management will need to determine who is responsible for removing the material and equipment.

PAC Main Lobby Elevator

14. The permit for the elevator was expired. The unit should be inspected and a current permit posted.

The elevator has had an inspection; however, the District is still awaiting the new certificate to be issued.

PAC Rooms 308/308-1 & 309/309-1

15. A fire extinguisher should be provided for this area.

Issue closed – fire extinguishers have been supplied.

PAC Theatre

16. The location of electrical power cords created a trip/fall hazard. Cords should be routed away from walking areas or properly secured to eliminate the hazard.

Issue closed.

PAC Theatre Workshop

17. High level storage of goods on a non-approved storage area. No safe access has been supplied and no proof is available stating that the structure could withhold heavy items during storage.

The unit is still being utilized by staff; however, access to the roof has been denied.



Before



After

Tennis Courts - Access Path

18. The raised section of the sidewalk created trip and fall hazards; therefore, ground repairs should be made in order to eliminate the hazard observed.

Issue still open.



19. Steep, un-cleaned steps are being covered with loose gravel, leading to potential slips and falls.

Issue still open.



HIGH PRIORITY RECOMMENDATIONS

ATTC/DISTRICT OFFICE/PDC

ATTC Hallway 108

1. Bookcases and storage cabinets should be secured to the wall, the floor or each other, to prevent them from tipping over and/or striking persons in the room.
Issue closed – item has been strapped to a secure point.

ATTC Room 106

2. Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.
Issue closed – item has been removed.

ATTC Room 112 Storage

3. Disorganization and haphazard placement of materials and furnishings obstructed access to and visibility of fire fighting equipment, alarms, and exits. Visibility and accessibility to these items must be maintained at all times.
Issue closed – items have been removed.
4. Housekeeping should be improved. The area should be kept in a clean and orderly condition. Aisles and passageways should be kept clear and in good repair.
Issue closed – area has been tidied up.

ATTC Room 121

5. The electrical panel was blocked by miscellaneous material. A minimum 36" clearance should be maintained around the panel at all times.
Issue closed – item has been removed.
6. Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.
Issue closed – item has been strapped to a secure point.

DO Room 124 Workroom

7. Missing ceiling tiles must be replaced immediately to ensure the correct fire integrity of the room.

Issue closed – high level items have been removed and ceiling tiles replaced.



PDC Room 103 Temporary Storage

8. Access to the fire extinguisher was blocked or obstructed. Access must be kept clear at all times.

Issue closed – items have been removed and the fire extinguisher is unobstructed.

PDC Room 105

9. Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room or blocking emergency evacuation routes.

Issue closed – item has been strapped to a secure point.

PDC Room 107

10. Electric space heaters were observed. The use of electric space heaters should be discontinued due to the fire hazard they present.

Item still open – the District is to identify in its Policies and Procedures as to whether these items are allowed to be used by employees at work.



HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO CCD ANNEX

Data Storage Room

1. Ceiling tiles in the data room appeared to be water damaged. The cause of the damage should be determined and proper repairs enacted; all missing acoustical ceiling tiles should be replaced to ensure the fire integrity of the room remains.
Item still open – the entire building structure is under review.
2. The electrical panel(s) was/were blocked by miscellaneous material. A minimum 36" clearance should be maintained around the panel at all times.
Item still open – the electrical panels are still obstructed.

Electrical Storage Room

3. The electrical panel was blocked by miscellaneous material. A minimum 36" clearance should be maintained around the panel at all times.
Item still open – the electrical panel is still obstructed.

General Office

4. Electric space heaters were observed. The use of electric space heaters should be discontinued due to the fire hazard they present.
Item still open – the District is to identify in its Policies and Procedures as to whether these items are allowed to be used by employees at work.

Main Entrance

5. Due to the highly flammable materials stored within, the exterior should be labeled with the NFPA diamond shaped sign with appropriate numeric warning ratings for the materials.
Issue is closed – a NFPA sign has been located on the outside of the building.

Printing Room

6. Ceiling tiles in the printing room appeared to be water damaged. The cause of the damage should be determined and proper repairs enacted; damaged acoustical ceiling tiles should be secured or removed to prevent them from becoming a falling object hazard.
Item still open – the entire building structure is under review.

Support Engineer Room

7. Bookcases and storage cabinets should be secured to the wall or the floor, or located so as to prevent them from tipping over and/or striking persons or blocking the exits in an emergency.
Issue is closed – item has been strapped to a secure point.

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Workroom

8. All paper cutters should have the following safety devices: a blade guard, a blade lock and a spring adjusted to keep the blade from free-falling. Any unit without these devices should be repaired or removed from service.

Issue is closed – the equipment has been replaced with new.

HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO VALLEY CAMPUS

Baseball Field Bleachers

1. The bleachers should be provided with side railings from the third row and above and a back railing across the back of the top row.
Issue closed – handrails and backrests have been supplied to three of the bleachers.



Building AD SS 100 Room

2. Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.
Item still open – the cabinets need to be secured to ensure they do not tip over and injure someone or potentially block the emergency exit.

Building AD SS 100C Room

3. Electric extension cords installed for permanent use should be replaced with permanent wiring in accordance with the National Electric Code
Issue closed – the extension cord has been removed and is no longer being utilized.

Building Art 119 Workroom

4. Access to the fire extinguisher was blocked or obstructed. Access must be kept clear at all times.
Issue closed.

Building Art 124 Storage

5. The electrical panel was blocked by miscellaneous material. A minimum 36" clearance should be maintained around the panel at all times.
Item still open – the electrical panels are still inaccessible.

Building Art 124 Storage

6. Unsecured high level equipment and materials must be removed and stored at a lower level to prevent accidental injury from falling items.

The high level goods have been removed; however, the cabinet is still unstable and needs to be fixed to the wall to ensure the remaining items cannot injure a student if the shelving unit was to topple over.

Building Art 127 Kiln Yard

7. The eyewash/deluge shower was blocked by general materials and goods. Access must be maintained at all times.

Issue closed – the unit is no longer obstructed.

Building Art 129 Glaze Room

8. Electrical equipment was left on the floor, plugged in and unattended. All electrical equipment not being used must be unplugged and stored away, especially in an area where water could possibly be present.

Issue closed – the unit is being stored correctly when not being used.

Building AUD 2 Black Room

9. Overhead speaker system not correctly and safely secured. An elasticized bungee cord has been used to secure the unit. This needs to be replaced immediately with the correct kind of clamps and tie cords.

Issue closed – the unit has been removed completely.



Building AUD 4 Scene Shop

10. The blade guard on the table saw was missing and should be replaced.

Issue closed – the cop saw has been removed completely and replaced with an appropriate standard Dewalt unit with a blade guard.



Building HLS 131

11. Large and/or heavy items were stored overhead without being adequately secured. Items must be secured to prevent falling object hazards.

Issue closed – high level and large items have been removed.

Building HLS 218

12. High level storage that is not secured must be removed and stored at low levels to prevent items from falling from height and injuring someone.

Issue closed – high level and large items have been removed.

Building HLS Office Passageway

13. Disorganization and haphazard placement of materials and furnishings obstructed access to the emergency exits. Visibility and accessibility must be maintained at all times.

Issue closed.

Building PS 206

14. Large high level items need to either be secured or removed from height where it could potentially fall and injure someone.

Issue closed – large high level items have been removed.

Building PS 213 (Under sink)

15. Acids were improperly stored. Acids should be stored in approved cabinets designed and labeled for acid storage, or the acid bottles placed in polyethylene trays (to contain spills) and stored on shelves or in cabinets at or below waist level. The bottles should be protected against falls or tip-over accidents

Issue closed – acids have been removed from the area; however, extremely flammable items and poisons are now being located in the same area.



Building PS 219

16. Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.

Issue closed – shelving units have been secured to the wall.

Building SG 32

17. The stand-up, stand-alone fan obstructing the exit should be removed and clear access maintained at all times.

Issue closed – the item has been removed.

Building WG GYM

18. All defective and/or missing exit sign light diffusers should be replaced.

Issue closed – missing diffusers have been replaced.

CDC Room 6

19. Chemical products labeled "KEEP OUT OF THE REACH OF CHILDREN" were stored under the sink and accessible to students. These items must be stored elsewhere or the access kept locked at all times.

Item still open – chemicals are still being stored in low level cabinets which are not lockable.

Media Center - Administration

20. The table and equipment obstructing the exit should be removed and clear access maintained at all times.

The department to ensure that the emergency exit remains clear at all times.



Media Center - Warehouse

21. The weight/load rating is not posted on the pallet racks. The rating should be determined by a competent person and clearly posted.

Item still open – no safe load rating has been posted.



Softball Field Bleachers

22. The bleachers should be provided with side railings from the third row and above and a back railing across the back of the top row.

Item still open – no backrest or handrails have been supplied to these bleachers.

T Building 100

23. The practice of using extension cords and/or surge protectors end-to-end creates a potential overload condition and fire hazard. Each surge protector should be connected directly to an approved outlet and one extension cord can be used on a temporary basis.

Issue closed.

T Building 106 (HVAC)

24. The equipment obstructing the exit should be removed and clear access maintained at all times.

25. The compressed propane cylinders should be secured in the upright position with strong securing devices (chain, straps or clamps) to prevent accidental tip-over and falling off the cage.

Both issues are closed (well done).



T Building 111 - Machine Shop

26. Lack of evidence of a good Lock Out/Tag Out Program: A simple piece of paper is being used to ensure a faulty machine is not used. This is an insufficient way of ensuring the equipment is not used. The machine must be electrically disconnected to ensure no one accidentally starts the faulty equipment.

Issue still open – the item of equipment is turned off at the breaker; however, there is no evidence of a Lock Out/Tag Out Program to ensure there is no accidental energizing of the equipment leading to injury. A piece of paper is not sufficient LOTO.

T Building 112B

27. Exits and other elements of an emergency evacuation route must be kept clear at all times. Many exit doors and aisles were obstructed or partially obstructed. Doors that open to an exit pathway must not be propped or tied open.

Housekeeping has vastly improved; however, an emergency exit sign has to be located in the area.

T Building 116B

28. The fire extinguisher was missing and should be replaced.

Issue still open.

T Building 117A

29. Access to the fire extinguisher was blocked or obstructed. Access must be kept clear at all times.

Issue closed – access has been supplied.

T Building 118

30. Bookcases and storage cabinets should be secured to the wall, the floor or each other, or located so as to prevent them from tipping over and/or striking persons in the room.

Extra brackets are required to be secured to the wooden cabinet to ensure the unit will not tip over.

T Building 119

31. All grinders should be inspected and repaired/adjusted to meet the following requirements: a) tongue guards attached and kept adjusted to within ¼” of the grinding wheel, b) tool rests attached and kept adjusted to within ⅛” of the grinding wheel, c) safety shields over the grinding wheels/brushes, d) safety shields equipped with lights should have bulbs in place.

Issue closed – the unit is not being utilized; the unit is being stored.

32. The fire extinguisher was missing a service tag. The unit should be serviced to ensure a fully charged condition and new service tag attached.

Item still open – fire extinguisher is actually now missing.

33. The smell of gas was experienced when first entering the room. It was advised that this potential leak be investigated immediately. The information was passed along to the M&O employee.

Issue closed – no gas smell was evident at the time of the audit.

T Building 122

34. The electrical panel was blocked by miscellaneous material. A minimum 36" clearance should be maintained around the panel at all times.

Issue closed – electrical panel not hard wired in.

NEW SITE FINDINGS

CRAFTON HILLS

M&O Grounds

1. **Bench Grinder** – All grinders should be inspected and repaired/adjusted to meet the following requirements: a) tongue guards attached and kept adjusted to within 1/4” of the grinding wheel, b) tool rests attached and kept adjusted to within 1/8” of the grinding wheel, c) safety shields over the grinding wheels/brushes, d) safety shields equipped with lights should have bulbs in place.



SAN BERNARDINO CCD ANNEX

Annex Building – Printing Room

1. **Roof Damage** – Support beams have been located to ensure the roof does not deteriorate any further.
 - A structural engineering firm (RM Byrd and Associates) inspected the Annex Building at the request of San Bernardino Community College District. The Annex Building located at 441 West 8th Street, San Bernardino, was inspected on October 16, 2012. The purpose of the visit was to review the reported failure of two roof purlins located over the print shop on the west side of the building.



Keenan & Associates would like to congratulate you and your staff on the progress made addressing the priority deficiencies identified in the SWACC Inspection.

PROPERTY AND LIABILITY LOSS ANALYSIS

There were three (3) liability claims submitted for the policy year 2009-2010. They included a fall from playground structure, defamation, and damaged speakers. The total incurred cost as of December, 2010 is \$157,164.00.

There were two (2) liability claims submitted for each of the policy years 2010-2011 and 2011-2012. These were both for vehicle damage totaling an incurred cost of \$9,924.56.

There were four (4) liability claims submitted for the policy year of 2012-2013. Three were identified as vehicle damage (two closed) and the fourth claim (open) for a student being hit in the eye with a soccer ball. No value has been finalized for the student eye injury.

In the past five (5) years, there were only three (3) property claims. Two were identified as electrical failure to parking lots; both closed without payment, and the third was theft of bathroom piping leading to water damage.

SUMMARY

The goal of our inspection was to (i) assist the client in evaluating its self-audit procedures, (ii) facilitate the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the Client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's services are not a substitute for regular, ongoing inspection and maintenance, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

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If you have any questions concerning the report, please feel free to contact me directly at (310) 212-0363, extension 2645, at your convenience.

Sincerely,

Steven Tait

Steven Tait
Loss Control Consultant
Loss Control/Risk Management

ST/cl

cc: Whitney Fields, District Environmental Health & Safety Administrator, SBCCD
Vanessa Pena, Keenan & Associates, Riverside
Suzanne Trowbridge, Keenan & Associates, Riverside