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February 21, 2014

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

Dear Steve Sutorus:

Enclosed is the report for the SWACC Property & Liability Inspection conducted for the San Bernardino Community College District from January 21 – 24, 2014. The inspection was conducted on behalf of SWACC.

A follow-up audit will be conducted sometime in January, 2015, which will consist of a review of recommendations made during this inspection to determine the status. If Keenan can be of any assistance in this regard, please let me know.

It has been a pleasure to be of service to your District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. 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

Enclosure

ST/cl

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

SWACC PROPERTY & LIABILITY INSPECTION



February 2014

PREPARED FOR
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Prepared By

STEVE TAIT
LOSS CONTROL CONSULTANT

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INTRODUCTION

On January 21 – 24, 2014, Keenan & Associates conducted a SWACC Property & Liability Inspection for the San Bernardino Community College District. The purpose of the inspection is to assist the District in its Property & Liability Loss Prevention Program.

The inspection was conducted by Steve Tait, Loss Control Consultant, and the report was processed by Carol Lynch, Sr. Project Coordinator.

ACKNOWLEDGMENTS

Keenan & Associates would like to thank all of the site personnel for their assistance, cooperation, and support to the consultant in completing the site inspections.

LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the facilities and associated properties. This effort was directed at identifying unsafe conditions within these properties. The observations are based upon conditions observed at the time of the inspection and were apparent to the inspector.

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.

The information contained in this report does not certify that the campuses, District Office, Maintenance facilities, grounds, equipment, material, or operations are in compliance with any federal, state, or local law, rule, or regulation. The information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported.

SCOPE OF SERVICES

The sole purpose of the inspection is to reduce the frequency and severity of property and liability losses at the District by identifying those hazards that could result in those types of losses and by providing recommendations to the District on ways to correct the hazards.

As part of the inspection, the following programs were reviewed:

- Security
- Emergency Preparedness
- Fire Protection
- Playground Safety
- Pest Management
- Chemical Safety
- Forklift/Utility Cart Procedures
- Self-Inspection Program

In addition, a physical survey of the following areas was conducted:

- Applied Arts, Vocational Arts, Technical Arts, Home Economics, Classrooms, and Labs:
 - Science labs and storage rooms
 - Art and ceramics rooms
 - Photography rooms
 - Wood shops
 - Metal/welding/machine shops
 - Auto shops
 - Home economics rooms
 - Computer/technology labs
 - Libraries
 - Graphics/print shops
 - Horticulture
- Student Health Center
- Child Care and Child Development/Playgrounds
- Athletic equipment, facilities housing playground, and athletic equipment including:
 - Bleachers
 - Stadiums
 - Athletic fields
 - Swimming/Diving pools
 - Weight rooms
 - Gymnasiums
 - Basketball nets/backboards
 - Hard court areas
 - Locker rooms

- A representative sampling of general classrooms
- Grounds and common areas including:
 - Sidewalks
 - Walkways
 - Parking lots
 - Turf
 - Cafeterias
 - Theaters
- Maintenance/grounds and transportation facilities
- Electrical and mechanical rooms
- Boiler rooms
- Identify adjacent properties that may pose a hazard

SITES INSPECTED

The following list of sites was provided to the Loss Control Consultant during the program review meeting on January 21, 2014 with Whitney Fields:

- Annex Building
- Applied Technology Training Center
- Crafton Hills Campus
- District Office
- Professional Development Center
- San Bernardino Valley Campus

The Inspector was informed that the facilities at the Annex Building will be moved to a newly rented location within the next year.

SUMMARY

The Pre-Inspection questionnaire was reviewed prior to the time of the site inspection. Property & Liability claims were also identified and assisted in reviewing various areas of interest.

The San Bernardino Community College District (SBCCD) was formed in 1926, originally as the San Bernardino Valley Union Junior College District and the first union district formed in the state. A union district was defined as one made up of two or more contiguous high school districts. The San Bernardino District was formed from the San Bernardino and Colton High School districts, which then joined forces to create the Junior College District, elect trustees, establish curriculum and provide facilities and instructors for San Bernardino Valley College (SBVC).

In 1967, the District Office began the development of a new campus in Yucaipa. Crafton Hills College (CHC) opened in 1972, serving the East Valley.

Currently, the SBCCD oversees San Bernardino Valley College, Crafton Hills College, the Professional Development Center (PDC), the Annex facility and the Applied Technology Training Center (ATTC) facility located at the District Office. The District also runs its own public television and radio station (KVCR TV-FM).

At the time of the Inspection, the Auditorium at Valley Campus was closed due to renovations, the new Business Building at Valley was recently occupied after being completed as a new build, and the Occupational Education 2 (OE2) at Crafton Hills Campus was a construction site.

LOSS EXPERIENCE REVIEW

There were three (3) liability claims submitted for the 2009 policy year. They included a fall from a playground structure, defamation, and damaged speakers.

There were two (2) liability claims submitted for each of the years 2010-2011 and 2011-2012 policy years.

There were four (4) liability claims submitted for the year of 2012-2013. Three were identified as vehicle damage (two closed) and the fourth claim (open) for a student who was 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. One (1) was identified as vehicle damage to a street light, one (1) claim was for structural damage to two ceiling beams (reason unknown) and the third was theft of bathroom piping leading to water damage to the wooden floor.

PROGRAM REVIEW

Security

Survey Findings: The District operates its own Campus Police with POST trained Police Officers. All computer labs, libraries and offices have alarm systems, with the assistance of surveillance cameras in high profile areas. Adequate lighting is in use across the campus areas, parking lots, and fields. Several emergency phones are located and maintained across the District's campuses.

Unfortunately, the M&O Facilities at Crafton Hills had recently been broken into during the middle of the night. Padlocks had been cut and doors either cut or smashed in. A security assessment should be carried out to identify other vulnerable locations and based on these findings, consider supplying electronic locks and alarm systems.

Corrective Action: Consider carrying out a security assessment of all vulnerable areas.

Emergency Preparedness

Survey Findings: San Bernardino Community College District has focused attention on their Emergency Action Plan and the executive management is working on updating the plan to include Crafton Hills College and San Bernardino Valley College. Recently, a new Emergency Preparedness Manager, who reports to the Campus Police Chief, was hired and will be based at the Valley Campus full time. All pertinent information is current, applicable, and all personnel are informed.

The District participates in the California "Great Shake Out" and recently carried out an evening evacuation to ensure evening classes are incorporated. In addition, annual fire drills are conducted at each facility, documentation maintained, and recommendations for improvement provided. The District owns and operates AED at Valley 9, and District location 7.

Corrective Action: As soon as new buildings are completed and occupied on the main campus or satellite facility, a new map should be provided to the City of San Bernardino Fire Department.

Fire Protection

Survey Findings: The District ensures that all fire extinguishers are inspected annually and that monthly internal inspections are performed. It was found that in the kitchens, the emergency suppression systems are being maintained and inspected on a bi-annual inspection regime. Dumpsters were noted to be located away from buildings with no access by students/visitors. The maintenance department carries out annual fire alarm testing.

Corrective Action: None at the time of the Inspection.

Playground Safety

Survey Findings: A playground safety inspection was carried out in October, 2009 with records maintained at the campus's Child Development Centers. At the time of the SWACC Inspection, sufficient supervision was again noted. A new Playground Safety Inspection, as per SWACC requirements, will be carried out in September/October 2014.

Corrective Action: None at the time of the Inspection.

Chemical Safety

Survey Findings: The District has an annual inventory inspection carried out yearly, through Keenan & Associates, with a majority of the MSDS uploaded onto P&C Bridge. The chemical hygiene plan is updated and issued through Keenan with annual training for science lab techs, custodians, maintenance, and industrial arts teachers carried out through Keenan SafeColleges. The District has a written policy prohibiting employees from bringing chemicals in from private residences; however, it is suggested the District identify where it stands on donations of chemicals.

Corrective Action: The District needs to incorporate a written policy identifying its process and procedures for accepting or denying donations from external vendors, etc.

Forklift/Utility Cart Procedures

Survey Findings: The District operates both forklifts and utility carts. Training for the forklifts is undertaken through the District's lead consultant from Keenan & Associates, Lito Reyes.

Corrective Action: At the time of the inspection, several District employees were noted to be talking on cell phones while driving utility carts across the San Bernardino Valley Campus. Employees should be reminded of the hazards accompanied with distractions while driving company vehicles on District property.

Pest Management

Survey Findings: The District does have an Integrated Pesticide Management Program (IPMP) in effect. Wherever possible, the preferred method is to use biological controls or natural substances for controlling pests, plant diseases, and weeds on campus. This allows the college to limit the type and quantity of chemicals and other less desirable controls. If the use of chemicals is unavoidable, the college uses less potent chemicals whenever possible. Chemicals are applied according to safety regulations and guidelines. Application usually occurs during the early morning hours or on weekends to avoid exposure to the campus community. The program is current and all necessary notification postings are performed as well as proper storage and signage of these items.

Corrective Action: None at the time of the Inspection.

Self-Inspection Program

Survey Findings: The District operates a Safety Committee comprised of members from all the campus sites. In turn, each campus has its own internal Safety Committee that meets on a regular basis. Any and all issues are raised through them, with corrections made by the maintenance department.

Corrective Action: None at the time of the Inspection.

RECOMMENDATIONS

Recommendations resulting from the inspection are listed under Site Specific or District Wide findings. Site Specific recommendations are those that are specific in nature and pertain only to a particular site. District Wide Recommendations are those that apply to some or all sites or operations throughout the District. Each recommendation is categorized as Immediate/High, Medium or Low. The Immediate/High priority items are listed separately below due to the severity of the exposure. Medium to Low Priorities have been listed at the end of each section.

If an Immediate/High hazard of this type was identified, it would be brought to the attention of the District prior to leaving the site.

DISTRICT WIDE RECOMMENDATION

Eyewash and Deluge Showers – The supply and safe access to proper functioning eyewash and deluge showers are essential to the reduction of the severity of chemical exposure injuries. Therefore, all emergency eyewash stations and deluge showers should be inspected and tested at least monthly to ensure proper operations. **All inspection information and results should be documented and kept in a central location** for at least one year in accordance with SB 198.

HIGH PRIORITY RECOMMENDATIONS

ANNEX BUILDING

The Annex Building staff will be moved to a new location within months of this site visit, making most, if not all, recommendations redundant.

SITE SPECIFIC RECOMMENDATIONS

ANNEX BUILDING

Data Storage Room

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.

The electrical panel(s) was/were blocked by miscellaneous material. A minimum 36" clearance should be maintained around the panel(s) at all times.

Electrical Storage Room

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

Printing Room

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.

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. 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.



HIGH PRIORITY RECOMMENDATIONS

APPLIED TECHNOLOGY TRAINING CENTER

No Recommendations identified at the time of the Inspection.

SITE SPECIFIC RECOMMENDATIONS

APPLIED TECHNOLOGY TRAINING CENTER

No Recommendations identified at the time of the Inspection.

HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS CAMPUS

Math and Science Annex

Deluge and Eyewash Stations (Rooms 107, 108, 109)

Obstruction – Emergency eyewash stations and deluge showers should be inspected monthly to ensure they are in good working order. The items should not be obstructed in any way or form to allow quick and easy access for individuals in an emergency. Inspections should be recorded on the attached inspection tag.



Child Development Center

Laundry Room (Room 110) – Combustible debris such as dryer sheets and lint present an elevated risk of fire when they are allowed to accumulate behind or under clothes dryers. The area behind or under the dryer should be cleaned regularly to reduce this risk.

Laboratory/Administration (LADM)

Third Floor Administration - Office Emergency Exit

Obstruction – Exits and emergency evacuation routes should be kept clear of obstructions at all times in order to ensure safe egress. Exit and emergency evacuation routes shall be no less than 30" wide at any point.



Storeroom (102)

A container marked 'Radioactive' is located in the Storeroom cabinet. This item needs to be tested and if found positive, disposed of accordingly.



SITE SPECIFIC RECOMMENDATIONS

CRAFTON HILLS CAMPUS

Maintenance and Operations

Fertilizer Shed

Signage – It is recommended that a new sign with legible wording be located on the fertilizer shed, to ensure that all that enter the area are aware of the hazards of the items that are stored here.



Gymnasium

Weight Room

Inspection Regime – A formal exercise equipment inspection and maintenance program should be developed and implemented. The program should include a procedure for documenting and correcting issues that are detected during regular inspections. Records of all inspections and maintenance should be retained for a minimum of five years. Weight lifting equipment that is found to be defective should be removed from service immediately.

Information Signs – All weight rooms should have informational posters explaining the correct and safe use of each piece of equipment and an informational poster stating that no students are allowed to work out without authorized supervision present.

Bookstore

Clearance – A minimum 18" of clearance should be maintained from stored items to ceiling mounted automatic sprinkler heads at all times. Heavy items stored on top of cabinets or overhead shelves present an elevated risk of struck-by injuries. They can also block emergency egress if they fall to the floor. Heavy items should be stored at a lower level to reduce this hazard. Other items stored overhead should be secured in a manner that prevents them from falling.

PAC

Lobby Lift Permit Out-of-Date – Elevators should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator car.

Learning Resource Center

Lift Permit Out-of-Date (10/16/13) – Elevators should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator car.

Child Development Center

Hallway (Room 121) – Some of the acoustic ceiling tiles in this area are water stained. The cause of the water stain should be identified and repairs should be made if necessary.

Student Center/Cafeteria

Storeroom (103) – Some of the acoustic ceiling tiles in this area are water stained. The cause of the water stain should be identified and repairs should be made if necessary.

**Student Services A (SSA)**

Lift Permit Out-of-Date (11/19/11) – Elevators should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator car.

Student Services B (SSB)**Common Walkway**

Trip Hazard – Raised sections of sidewalk or concrete flatwork present a trip hazard. Raised sections of sidewalk or flatwork should be ground down or replaced to reduce this hazard.

**Laboratory/Administration (LADM)****Storeroom (120)**

NFPA Signs (#) – Chemical storage rooms or areas should be clearly labeled with applicable NFPA warning signs, including number ratings.



HIGH PRIORITY RECOMMENDATIONS

DISTRICT OFFICE

No Recommendations identified at the time of the Inspection.

SITE SPECIFIC RECOMMENDATIONS

DISTRICT OFFICE

Kitchen

The fire extinguisher found in the kitchen had an out-of-date annual service tag. This was the only unit found on the entire site which leads me to believe the unit was simply missed by accident.

“**Portable fire extinguishers:** should be serviced yearly and visually inspected monthly. Visual inspections should include the following elements: a) the extinguisher is present and correct mounting hardware is used; b) the pressure gauge indicates a proper charge; c) the nozzle is not obstructed and the hose is in good condition; d) the safety pin is in place; e) access to the extinguisher is not obstructed; f) the service tag is attached and updated.”

HIGH PRIORITY RECOMMENDATIONS

PROFESSIONAL DEVELOPMENT CENTER

No Recommendations identified at the time of the Inspection.

SITE SPECIFIC RECOMMENDATIONS

PROFESIONAL DEVELOPMENT CENTER

Electrical Storage Room 110A

Storage – Floor cleaning equipment was found to be stored in the electrical room. Unfortunately, due to the fact that these cleaning units use water as part of its cleaning process, it was advised that these units are not stored in the room, even if only on a temporary basis.

PDC Room 107

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



HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO VALLEY CAMPUS

CDC Building

Playground East – Fall protection was found to be below the allowed fall height. Broken down, compacted or displaced loose fill surfacing material presents an elevated risk of head impact injuries. Adequate loose fill surfacing material depth should be determined based on the fall height of adjacent play equipment. Surfacing material should be added or re-distributed in this area to improve conditions and reduce this risk of head impact injuries.



Technical Building (T)

Forklift Unattended (T121) – Forklifts should be parked with the ignition off and the key removed, parking brake set, and fork tips on the ground. This prevents trips/falls and unauthorized individuals from operating the unit. Unfortunately, the forklift in the T121 classroom had its forks left up several inches off the ground and the keys were left in the unit, with no certified driver in the vicinity.



Physical Science (PS)

Classroom PS315

Personal Protective Equipment – Appropriate PPE should be provided and utilized when persons work with equipment, chemicals, or in areas that present an elevated risk of injury. Unfortunately, some students in the classroom were noted not to be wearing eye protection, even though the entire class was undertaking the same experiments.



Art Center (ART)

Glass Blowing Yard

PPE & Signage – The glass blowing area should be signed or posted with required personal protective equipment. This includes appropriate fire retardant clothing, no personal sunglasses or everyday prescription eyewear.



Soccer Field

Location – At present, the soccer field has been located in between the baseball field and the hammer throw zone. Concerns are that fly balls from the baseball field's right field could strike soccer players on the north end of the soccer field and hammer throws potentially landing on the south end of the soccer field.



SITE SPECIFIC RECOMMENDATIONS

SAN BERNARDINO VALLEY CAMPUS

CDC Building

Room B – A fire extinguisher was found to be obstructed. Clear access to the fire extinguisher should be maintained at all times. Items should not be placed in front of the fire extinguisher.

Greek Theater

Potential Slips, Trips and Falls – Raised sections of sidewalk or concrete flatwork present a trip hazard. Raised sections of sidewalk or flatwork should be ground down or replaced to reduce this hazard.



North Hall (NH)

Lift Elevator Permit Out-of-Date (6/22/13) – Elevators should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator car.

Liberal Arts (LA)

Ground Floor Hall – Some of the acoustic ceiling tiles in this area are water stained. The cause of the water stain should be identified and repairs should be made if necessary.



Library (LIB)

Maximum Occupancy Sign – Every room or space that is an assembly occupancy with an occupant load of 50 or more persons shall have "Exit" signage posted at all exit doors, at the intersection of corridors, at exit stairways or ramps, and at such other locations and intervals as are necessary to provide the occupants with knowledge of the various means of egress available. Exit signs shall 1) be directional and have a luminance not less than 50 lux; 2) display block letters at least 6" in height with a stroke of not less than 3/4 inch; 3) display letters in a manner that strongly contrast the background of the sign; 4) remain illuminated while the room is occupied.

Business Building (B)

Room 201 – A fire extinguisher was found to be obstructed by a student's chair. Clear access to the fire extinguisher should be maintained at all times. Items should not be placed in front of the fire extinguisher.

Bookstore

Back Exit Door – A fire extinguisher was found to be obstructed. Clear access to the fire extinguisher should be maintained at all times. Items should not be placed in front of the fire extinguisher.



Warehouse Area – High level goods were found to be stored close to sprinkler heads. A minimum 18" of clearance should be maintained from stored items to ceiling mounted automatic sprinkler heads at all times.



Media Center (MC)

Energized Extension Cable – The extension cord used to charge the utility cart/golf cart is not designed for permanent use. The extension cord should be replaced with permanent wiring in accordance with the National Electric Code.



Technical Building (T)

NFPA Warning Sign – Chemical storage rooms or areas should be *clearly labeled* with applicable NFPA warning sign numbers. It is a best practice not to write in the numbering, but to have the numbering stenciled in more permanently. This will ensure that the writing remains permanent and legible at all times.



Old Signage – It is a best practice to remove all old signage relative to PPE or deluge/eyewash showers which are no longer located or required.



Physical Science (PS)

Lift Elevator Permit Out-of-Date (6/22/13) – Elevators should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator car.

Snyder Gym (SG)

Weight Room

Slips Trips and Falls – The matting around the free-weight lifting floor needs to be refitted. At present, the matting does not fit correctly all the way around the wooden raised floor. This can lead to potential trips and falls.



Shipping & Receiving

Warehouse (Basement Floor)

Fire Protection – At present, no fire detection is located in the basement of the warehouse. Considering the building's age, the dry materials stored, the wooden structure and wooden ceiling (acoustic ceilings removed), the potential for a fire to spread quickly is high. At a minimum, consider locating smoke detectors in the area.



Media Center (MC)

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



Football Field

Field Condition – Small separations in the Astroturf can be seen, where the sections of turf have been laid. The constant running and stopping by players is starting to separate the seams of the Astroturf and could potentially cause a player to injure an ankle or worse.



Transportation Center (TRANS)

Yard

Air Compressor – Un-fired pressure vessels shall be inspected internally and externally by a qualified inspector at least once every 3 years for portable tanks and once every 5 years for all other tanks. A copy of the current permit should be clearly posted on or near the pressure vessel.



No Smoking Areas – Due to the dry brush located at the back of the Transportation Yard, 'No Smoking' signs should be located to ensure no accidental fires can be caused through cigarette butts being discarded in an unsafe manner.



Sufficient Lighting – Classes are undertaken in the evenings while working in the yard. Only two lights, both building fixed, have been supplied. Without doing an evening inspection, it was not possible to assess if this amount of lighting was sufficient.

Security – It was noted that the bay doors did not have an electronic alarm system. After the break in at Crafton Hill's M&O facility, this is an area that may require a security assessment.

Athletics Track & Field

Surface Condition – Concerns regarding the condition of the track:

- 1) Unevenness at the north end of the track leads to runners jolting their backs ever so slightly, enough to be noticed.
- 2) Separation between track and 'D' zone allowing water to penetrate and raise the track.
- 3) Football cleats breaking the edging of the track, leading to water and moisture entering under the track itself and speeding up the degradation from underneath.
- 4) Raised edge at the long jump lane.



Program Effectiveness Summary – *San Bernardino CCD*

Findings

Program	District wide Effectiveness of Implementation	Recommendations
Security		Consider carrying out a security assessment of all vulnerable areas.
Emergency Preparedness		As soon as the new buildings are complete, ensure that they have emergency evacuation maps that are updated and supplied to the San Bernardino Fire Department.
Fire Prevention		None
Playground Safety		None
Chemical Safety		To ensure the District has a written policy identifying its process and procedures for accepting or denying donations of chemicals from external vendors.
Forklift/Utility Cart		Utility Cart Training: District to ensure employees are aware of the dangers (distraction) of driving utility carts and using cell phones at the same time.
Pest Management		None
Self-Inspection		None

Effectiveness of Implementation covers the following areas: training, following best practices, and compliance with developed plans.

Effective

In Progress

Absent/Ineffective