

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**General Classroom Conditions
Self Inspection Checklist**

Guidelines: This checklist covers regulations issued by the New Jersey Department of Education (N.J.A.C. 6A:26), New Jersey Department of Community Affairs, Uniform Construction Code (N.J.A.C. 5:23) and the U.S. Department of Labor - Occupational Safety and Health Administration (OSHA) general industry standards (29 CFR 1910.22, 1910.141 and 1910.176). One regulation from the New Jersey Department of Labor is also covered (N.J.A.C. 12:110-3.5(c)). Finally, one standard (NFPA 17) from the National Fire Protection Agency has been referenced (as of 2013). This checklist applies to all classrooms. References to New Jersey Department of Education and Community Affairs regulations may only be applicable with new construction and renovations. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Any question marked with the symbol (⊕) indicates a history of previous violations in vocational schools. Questions marked with the symbol (☞) may require the help of an outside expert.

	<u>Please Circle</u>
1.*⊕ Has the Public Employees Occupational Safety and Health Act poster been conspicuously posted at the facility informing employees of the provisions of the Act? [N.J.A.C. 12:110-3.5(c)]	Y N N/A DK
2.* Are all plans for changes in classroom use, alterations, repairs, construction or installation of new equipment reviewed with the New Jersey Department of Education, the Department of Community Affairs, and the local Uniform Construction Code Enforcement Official prior to implementation? [N.J.A.C. 5:23-3.11A and N.J.A.C. 6A:26-3.2]	Y N N/A DK

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| 3. | Is there a check valve installed on each gas supply line to your shop or instructional area (excluding home economics rooms)?
[N.J.A.C. 6A:26-6.2(e)(2)] | Y | N | N/A | DK |
| 4. | Are instructional spaces air conditioned except for ones which have operable windows equal to at least four percent of the floor space?
[N.J.A.C. 6A:26-6.2(d)(1)] | Y | N | N/A | DK |
| 5.*☞ | Do classrooms and instructional areas have a minimum lighting intensity of 50 footcandles? [N.J.A.C. 6A:26-6.2(g)(1)] | Y | N | N/A | DK |
| | Note: Drafting, typing and sewing rooms require a 70 footcandle minimum. Classrooms for the partially sighted also require 70 footcandles. | | | | |
| 6. | Do arts and crafts classrooms have a water source, sink and appropriate sink trap? [N.J.A.C. 6A:26-6.2(h)(11)] | Y | N | N/A | DK |
| 7. | Are classrooms kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(i)] | Y | N | N/A | DK |
| 8.⊕ | Are waste materials which are prone to rotting placed in leakproof receptacles with tight fitting covers and regularly removed for disposal (daily)? [29 CFR 1910.141(a)(4) and (g)(3)] | Y | N | N/A | DK |
| 9.⊕ | Are classrooms maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodent, insects and other vermin? [29 CFR 1910.141(a)(5)] | Y | N | N/A | DK |
| 10. | Is water available that is suitable for drinking, personal hygiene, food preparation or cleaning? [29 CFR 1910.141(b)(1)(i)] | Y | N | N/A | DK |
| 11. | Are all nondrinkable water outlets clearly marked as such? [29 CFR 1910.141(b)(2)(i)] | Y | N | N/A | DK |
| 12. | Are lavatories provided with hot and cold running water, hand soap and towels/driers? [29 CFR 1910.141(d)(2)(ii) to (iv)] | Y | N | N/A | DK |

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| 13. | Are soap, hot and cold running water through a common discharge line, and individual towels provided where showers are required? [29 CFR 1910.141(d)(3)(iii) to (v)] | Y | N | N/A | DK |
| 14. | Is the consumption of food and beverages prohibited in or near toilet rooms or areas containing toxic materials? [29 CFR 1910.141(g)(2)] | Y | N | N/A | DK |
| 15. | Is storage of food or beverages prohibited in toilet rooms or in an area exposed to a toxic material? [29 CFR 1910.141(g)(4)] | Y | N | N/A | DK |
| 16. | Where students/teachers are required to wear protective clothing because of the possibility of contamination with toxic materials, are change rooms provided that are equipped with storage facilities for street clothes and separate storage facilities for the protective clothing? [29 CFR 1910.141(e)] | Y | N | N/A | DK |
| 17.⊗ | Is material stored so as not to create a hazard? [29 CFR 1910.176(b)] | Y | N | N/A | DK |
| | <p>Note: Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked and limited in height so that they are stable and secured against sliding and collapse.</p> <p>Examples of violations include: shelves were not stable or secured against sliding and collapse and metal storage racks were not secured to wall in order to prevent sliding and collapse.</p> | | | | |
| 18.⊗ | Are storage areas kept free from hazards that may cause tripping, fire, explosion, or pest harborage? [29 CFR 1910.176(c)] | Y | N | N/A | DK |
| 19. | Is sufficient safe clearance available through aisles, loading docks, turns or doorways where mechanical handling equipment is used? [29 CFR 1910.176(a)] | Y | N | N/A | DK |
| 20. | Are head clearance warning signs provided, where needed? [29 CFR 1910.176(e)] | Y | N | N/A | DK |
| 21. | Are concrete floors in all instructional areas, except shops, covered with a resilient floor covering? [N.J.A.C. 6A:26-6.2(b)4] | Y | N | N/A | DK |

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22.⊗	Are all passageways, work areas, storerooms and washing facilities kept orderly and in a sanitary condition? [29 CFR 1910.22(a)(1)]	Y	N	N/A	DK
	Note: Examples of violations include floor areas strewn with lumber, tires, books and boxes.				
23.⊗	Are all floors kept clean and as far as possible dry? [29 CFR 1910.22(a)(2)]	Y	N	N/A	DK
24.	If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided, where practicable? [29 CFR 1910.22(a)(2)]	Y	N	N/A	DK
25.	Are all floors kept free of protruding nails, splinters, holes or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)]	Y	N	N/A	DK
26.⊗	Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)]	Y	N	N/A	DK
27.⊗	Are covers and/or guardrails provided to protect people from the hazards of falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] See checklist for "Guarding Floor and Wall Openings and Holes."	Y	N	N/A	DK
28.	Are areas used for storage of materials marked with conspicuous signs which indicate the load bearing capacity of the floor? [29 CFR 1910.22(d)(1)]	Y	N	N/A	DK
29.	Is the weight of stored materials assessed to ensure it is below the load bearing capacity of the floor? [29 CFR 1910.22(d)(2)]	Y	N	N/A	DK
30.	Was each piece of classroom equipment installed following the manufacturer's design and installation guidance? [NPFA 17]	Y	N	N/A	DK
31.	Was each piece of classroom equipment then also maintained/inspected on a monthly basis using the appropriate maintenance manual and service bulletins or the owner's manual? [NFPA 17]	Y	N	N/A	DK

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