

PROPERTY & LIABILITY INSPECTION



January 2012

**PREPARED FOR
San Bernardino Community College**

Prepared by

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CONSULTANT

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INTRODUCTION

From 1/9/2012 to 1/13/2012, Keenan & Associates conducted a Property & Liability Inspection for the San Bernardino Community College located in California. The purpose of the inspection is to assist the District in their Property & Liability Loss Assessment Program

Steve Tait, Consultant, conducted the inspection and Bonny Walleman reviewed the report.

ACKNOWLEDGMENTS

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

And finally Keenan & Associates would like to thank Mr. Fields for arranging escorts and access to the District offices, the Annex Building, ATTC, Crafton Hills College and SB Valley College.

LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the schools, and associated properties and playgrounds. 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 information contained in this report does not certify that the schools, District Office, Maintenance facilities, grounds, equipment, material or operations are in compliance with any federal, state, or local law, rule or organization. The information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported.

The goal of our inspection was to (i) assist the client in evaluating it's 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 inspection services are not intended to substitute for regular, ongoing inspection and maintenance of a client's premises or equipment. Nor are they intended to replace any required inspection or service that is to be routinely performed by licensed or certified service professionals (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.).

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

- Security
- Emergency Preparedness
- Fire Prevention
- Playground Safety
- Pest Management
- Chemical Safety
- Forklift/Utility Cart Procedures
- Self-Inspection Program
- Asbestos Management
- Electrical Preventative Maintenance (EPM) Program

In addition, a physical survey of the following areas were 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

- 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

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SITES SURVEYED

The list of sites inspected was provided to the Loss Control Consultant by Whitney Fields.

- Crafton Hills College
- District Offices/PDC/ATTC
- San Bernardino College
- San Bernadino Ccd Annex

SUMMARY

The Pre-Inspection questionnaire was reviewed prior to the time of the site inspection. Property & Liability claims were also reviewed and assisted in identifying various areas of interest. The inspector concentrated his efforts on those claims identified.

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 new ATTC facility located at the District Office. The district also runs its own public television and radio station (KVCR TV-FM).

LOSS EXPERIENCE REVIEW

There were three (3) Liability claims submitted for the year 2009-2010 policy year. 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 year 2010-2011 and 2011-2012 policy years. These were both for vehicle damage totaling an incurred cost of \$9,924.56.

In the past four (4) years there were only two (2) Property claims for electrical failiure to parking lots; both closed without payment.

PROGRAM REVIEW

Security

Survey Findings: The District operates its own 24/7 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.

Corrective Action: N/A

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.

All pertinent information is current, applicable and all personnel are informed. In addition, annual fire drills are conducted at each facility, documentation maintained and recommendations for improvement provided. 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.

Corrective Action: The Emergency Action Plan should be reviewed annually to ensure that emergency phone numbers / contacts, incident management team, medical / first aid emergencies, fire, explosions, evacuations, earthquakes, bomb threats are up to date.

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. The maintenance department carries out annual fire alarm testing and the district takes part in the State wide 'Great Shake Down' program.

Corrective Action: Due to ever decreasing storage space across the campuses, it was found that several fire extinguishers were being blocked through either storage or equipment. These items are to be kept clear at all times. The district must ensure that all combustible materials which may accumulate in areas are removed immediately.

Playground Safety

Survey Findings: A playground safety inspection was carried out in Oct 2009 with records maintained at the campus's Child Development Centres. At the time of the SWACC Inspection, sufficient supervision was noted.

Corrective Action: To ensure all recommendations from the Oct 2009 inspection report is adhered to.

Chemical Safety

PROGRAM REVIEW

Survey Findings: The district has an annual inventory inspection carried out yearly, through Keenan & Associates with a major majority of the MSDS's uploaded on to P&C Bridge. The chemical hygiene plan is updated and issued through Keenan with annual training for science lab techs, custodians, maintainance and industrial arts techers carried out through KeenanSafe Schools.

The district has a written policy prohibiting employees from bringing chemicals in from private residences however, it is suggested the district identifies 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. Annual training for the forklifts is undertaken through the district's lead consultant from Keenan & Associates, Lito Reyes.

Corrective Action: The district needs to start training all employees for whom operate utility carts for the district.

Self-Inspection Program

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

Corrective Action: To maintain the high standard of inspections.

Asbestos Management & Operations

Survey Findings: It was not determined whether training is provided to employees who may be exposed to hazards associated with working around asbestos.

Corrective Action: The district should review the activities of it's maintainance, operations, transportation and / or custodial personnel to determine whether there is a potential for its employees exposures to asbestos.

PRIORITY RECOMMENDATIONS

Priority Recommendations are either: Immediate, High, Medium or Low, or None. **Immediate** is a hazard that represents a significant life-threatening danger requiring immediate attention. Priority recommendations judged to be “Immediate” will be brought to the District’s attention the same day they are observed and documented in this report. **High** is an exposure that, if not corrected, has the potential to result in a severe property or liability loss in the short term. **Medium** is an exposure that, while having the potential for a loss, would not normally result in a significant or severe loss. **Low** is an exposure that is commonplace throughout the district. **None** refers to locations where no exposures were noted at the time of the inspection. **Immediate** and **High** priority recommendations are listed below. All other observations and recommendations are listed

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS COLLEGE

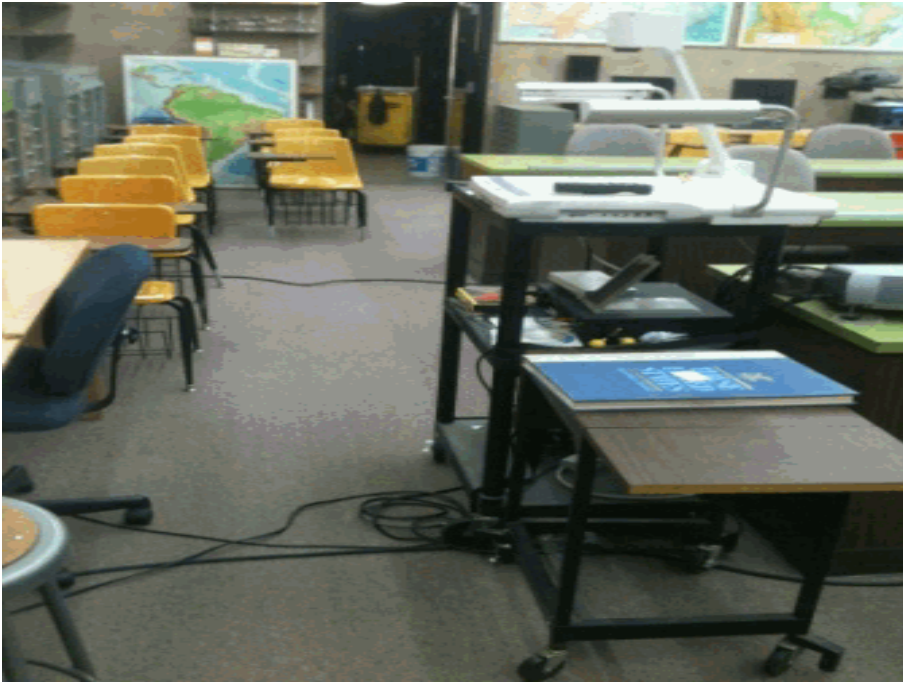
LADM 102 STOREROOM

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



LADM 106 GEOLOGY

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



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.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS COLLEGE
LADM 243 MECH&ELEC RM

Water heaters should be strapped to the wall or bolted to the floor to prevent them from tipping over during seismic activity. Should they tip over, ruptured gas and water lines present severe fire and water damage hazards.



M&O GROUNDS

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.



OE1 101 ACCESS/EGRESS

The Art Room only has one designated exit. A second passage door through to the EMS Labs is available to be used however, this passage way 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.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS COLLEGE

OE1 107 BLS CLOSET

NFPA sign to be supplied to identify the presence of Compressed Gas cylinders.



OE1 110 STOREROOM

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.



OE1 127

Extension cord loaded onto a second extension cord, potentially leading to overloading of the system.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS COLLEGE

OE2 FIRE ACAD TRAINING RM

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.



OE2 LAUNDRY PIT

Housekeeping should be improved. The area should be kept in a clean and orderly condition. Items should be stored on secure shelving.



PAC THEATER WORKSHOP

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.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

CRAFTON HILLS COLLEGE PAC THEATRE

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



TENNIS COURTS - ACCESS PATH

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



Unkept steep steps are being covered with loose gravel, leading to potential slips and falls.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

DISTRICT OFFICES/PDC/ATTC

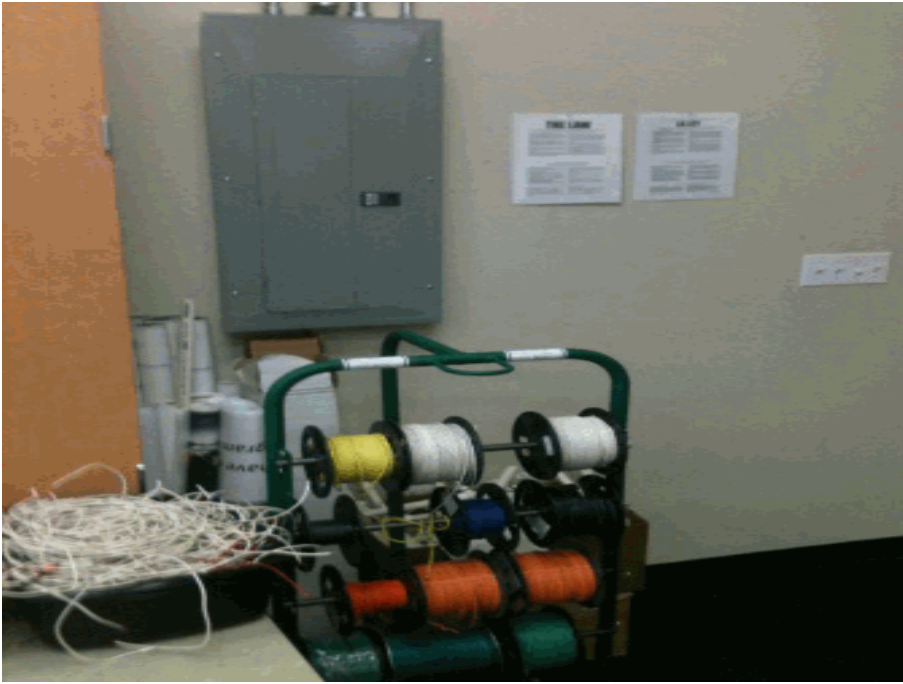
ATTC HALLWAY 108

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.



ATTC RM 121

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



SAN BERNARDINO COLLEGE
BASEBALL FIELD BLEACHERS

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.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

BLDG. AD SS 100 RM

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.



BLDG. AD SS 100C RM

Electric extension cords installed for permanent use should be replaced with permanent wiring in accordance with the National Electric Code.



BLDG. ART 119 WORKRM

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



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

BLDG. ART 124 STORAGE

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



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.



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



This report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards, or hazardous conditions were observed or reported.

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

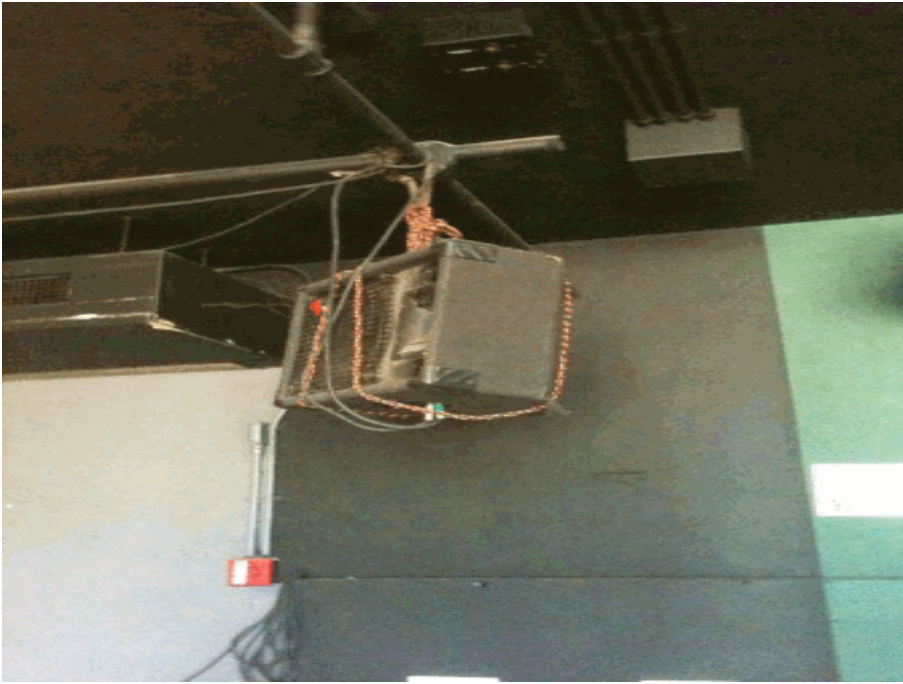
BLDG. ART 129 GLAZE RM

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



BLDG. AUD 2 BLACK RM

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



BLDG. AUD 4 SCENE RM

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



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

BLDG. HLS 131

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



BLDG. HLS 218

Housekeeping should be improved. The area should be kept in a clean and orderly condition. High level storage not secured must be removed and stored at low levels to prevent items from falling from height and injuring someone.



BLDG. PS 209

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



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

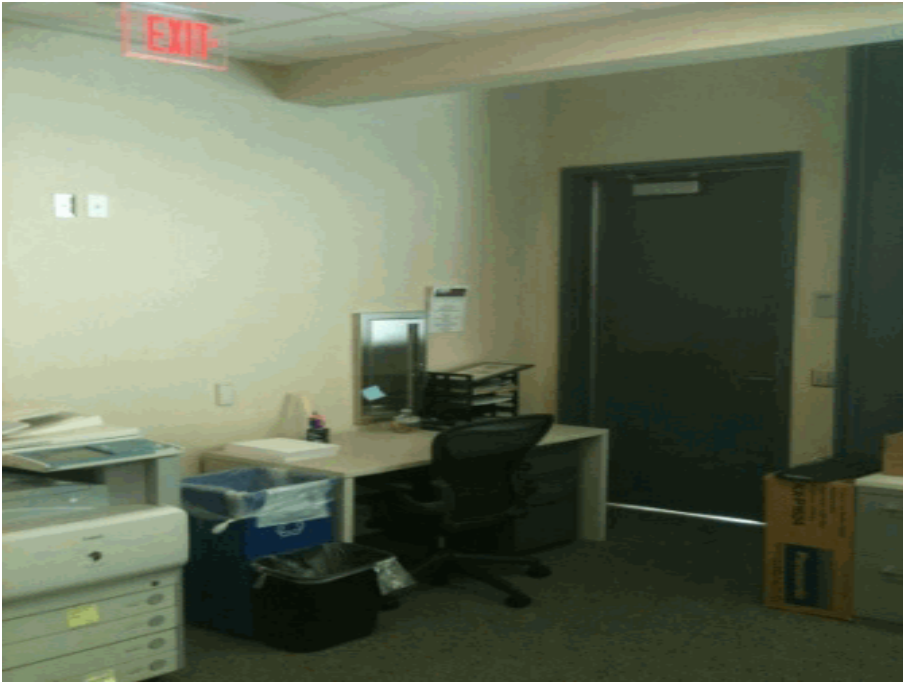
BLDG. PS 219

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.



MEDIA CENTER - ADMIN

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



MEDIA CENTER - WAREHOUSE

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



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

T BLDG 106

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



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



T BLDG 111 MACHINE SHOP

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 up.



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IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

SAN BERNARDINO COLLEGE

T BLDG 122

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



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SAN BERNARDINO COMMUNITY COLLEGE

ALL SITES - GENERAL TO DISTRICT

Category: General Safety
Priority: Medium

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.

ALL SITES - GENERAL TO DISTRICT

Category: General Safety
Priority: Medium

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.

CRAFTON HILLS COLLEGE

ATHLETIC TRACK

Category: Athletic Fields
Priority: Medium

Grass is growing through the gravel track, leading to potential trip hazards.

BC 104

Category: General Safety
Priority: Medium

Requirements for ADA: seating to be supplied and identified through signage.

BLDG G COOLING TOWER

Category: Fire Equipment/Exits
Priority: Medium

Trip hazards are evident due to trash and leaves accumulating in the Cooling Tower locations.

BLDG G GYM

Category: Fire Equipment/Exits
Priority: Medium

The exit lights were not on at the time of the inspection and should be turned on at all times when the building is occupied.

BLDG. G WEIGHT ROOM

Category: Fire Equipment/Exits
Priority: Medium

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

BR 102 STORE ROOM

Category: General Safety
Priority: Medium

Large items are being stored on the top shelf within 18 inches from the ceiling. These items need to be removed and stored at lower levels.

CDC KITCHEN 107

Category: Kitchen

Priority: Medium

The automatic dry chemical extinguishing system for the stove did not have an inspection tag displayed. After inquiring, the system had been checked but no tag issued. At all times, an in date tag must be displayed attached to the unit.

CDC LAUNDRY 110

Category: Water Heater/Boiler Rooms

Priority: Medium

Dryer unit must be checked daily and cleared daily of all lint build up in the unit.

CDC ROOM 102

Category: General Safety

Priority: Medium

Televisions located on overhead platforms, cabinets and portable carts should be properly secured to prevent them from falling.

CDC ROOM 105

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

CDC ROOM 106

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

CDC ROOM 115

Category: General Safety

Priority: Medium

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

CDC ROOM 123

Category: General Safety

Priority: Medium

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.

CDC ROOM PORTABLE

Category: General Safety

Priority: Medium

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 exits.

CHS 126

Category: General Safety

Priority: Medium

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.

CHS 128 PULMONARY STUDIES

Category: General Safety

Priority: Medium

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.

CHS BASE ROOM

Category: Equipment

Priority: High

Ventilation hoods should be regularly tested for airflow. A 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.

LADM 102 STOREROOM

Category: General Safety

Priority: High

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

LADM 106 GEOLOGY

Category: Fire Equipment/Exits

Priority: High

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.

LADM 106 GEOLOGY

Category: General Safety

Priority: High

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

LADM 107 OFFICE

Category: General Safety

Priority: Medium

The miscellaneous material stored to the ceiling and over the edge of the shelf created a fire and falling object hazard. All material should be removed from the top shelf and a 2 inch clear space maintained at all times.

LADM 115 LAB

Category: Chemical Storage Areas

Priority: Medium

Ceiling tiles in the room appeared to be water damaged. The cause of the damage should be determined and proper repairs enacted.

LADM 115 LAB

Category: Fire Equipment/Exits

Priority: Medium

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

LADM 117 PASSAGEWAY

Category: Fire Equipment/Exits

Priority: Medium

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.

LADM 120

Category: General Safety

Priority: Medium

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.

LADM 201

Category: Chemical Storage Areas

Priority: Medium

Chemical storage cabinet doors should be kept closed and locked to prevent inadvertent chemical container falls and to prevent unauthorized access.

LADM 201

Category: Chemical Storage Areas

Priority: Medium

Chemicals were stored in the classroom. All chemicals should be stored in properly ventilated and secured areas.

LADM 211

Category: Equipment

Priority: Medium

Ventilation hoods should be regularly tested for airflow. A 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.

LADM 211

Category: Fire Equipment/Exits

Priority: High

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.

LADM 217

Category: Fire Equipment/Exits

Priority: Medium

Exit lights should have all defective/missing bulbs replaced to ensure visibility.

LADM 222

Category: General Safety

Priority: Medium

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.

LADM 243 MECH&ELEC RM

Category: Water Heater/Boiler Rooms

Priority: High

Water heaters should be strapped to the wall or bolted to the floor to prevent them from tipping over during seismic activity. Should they tip over, ruptured gas and water lines present severe fire and water damage hazards.

LADM CUSTODIAL CLOSET

Category: Electric Rooms
Priority: Medium

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

M&O GROUNDS

Category: Fire Hazards
Priority: High

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.

M&O WOODSHOP

Category: General Safety
Priority: Medium

Chemicals that have reached their expiration date were noted in this location. These products should be removed for proper disposal.

OE1 101 ACCESS/EGRESS

Category: Fire Equipment/Exits
Priority: High

The Art Room only has one designated exit. A second passage door through to the EMS Labs is available to be used however, this passage way 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.

OE1 107 BLS CLOSET

Category: General Safety
Priority: High

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.

OE1 107 BLS CLOSET

Category: General Safety
Priority: High

NFPA sign to be supplied to identify the presence of Compressed Gas cylinders.

OE1 110 STOREROOM

Category: General Safety
Priority: High

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.

OE1 112 STOREROOM

Category: General Safety
Priority: Medium

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

OE1 113 STOREROOM

Category: General Safety
Priority: High

Used sharps should be stored in appropriate containers with their designed lids attached at all times.

OE1 120

Category: Fire Equipment/Exits
Priority: Medium

Where a door leads to an enclosed area which does not allow safe egress, these doors must be identified with a "No Exit" sign.

OE1 123 STOCKROOM

Category: Fire Equipment/Exits
Priority: Medium

Where a door leads to an enclosed area and does not supply an emergency evacuation route, this door needs to be marked up as an "No Exit" route.

OE1 127

Category: Electrical
Priority: Medium

Electric extension cords installed for permanent use should be replaced with permanent wiring in accordance with the National Electric Code.

OE1 127

Category: General Safety
Priority: High

Extension cord loaded onto a second extension cord, potentially leading to overloading of the system.

OE1 128

Category: General Safety
Priority: Medium

All large assembly rooms should have the Maximum Occupancy calculated by a competent person, the limit clearly posted and strictly enforced.

OE1 133 WASH ROOM

Category: Hazardous Materials
Priority: Medium

Wash area to be monitored for correct disposal of paint.

OE2 213 STORAGE ROOM

Category: General Safety
Priority: Medium

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

OE2 215 MEDIA ROOM

Category: General Safety
Priority: Medium

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.

OE2 FIRE ACAD STORE RM #1

Category: Water Heater/Boiler Rooms

Priority: Medium

Storeroom is used to store small containers of gasoline and 12 oz compressed gas canisters. These items should be store separately.

OE2 FIRE ACAD TRAINING RM

Category: Fire Equipment/Exits

Priority: High

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.

OE2 LAUNDRY PIT

Category: Custodial Rooms

Priority: High

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

OE2 LAUNDRY PIT

Category: Electric Rooms

Priority: High

Housekeeping should be improved. The area should be kept in a clean and orderly condition. Items should be stored on secure shelving.

PAC MAIN LOBBY LIFT

Category: Elevators/Lifts

Priority: High

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

PAC RM 109

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

PAC RM 115-1

Category: Mechanical Rooms

Priority: High

A pungent smell of sewerage could be smelt coming from this room. The pipes to the sewerage system could be severely corroded and/or leaking, which could lead to flooding, water damage and potential diseases. Repairs should be made to eliminate this hazard.

PAC RM 219

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

PAC RM 225

Category: Fire Equipment/Exits

Priority: Medium

A directional exit sign should be provided.

PAC RM 306-1

Category: No Exposures Observed

Priority: Medium

No unusual exposures were observed at the time of this inspection.

PAC RM 308

Category: Fire Equipment/Exits

Priority: Medium

A directional exit sign should be provided in the Music Room.

PAC RM 308

Category: Fire Equipment/Exits

Priority: High

A fire extinguisher should be provided for this area.

PAC RM 308-1

Category: Fire Equipment/Exits

Priority: High

A fire extinguisher should be provided for this area.

PAC RM 308-1

Category: Gymnasium/Locker Rooms

Priority: Medium

All filing boxes must be removed from the aisles blocking the access to all the lockers.

PAC RM 309

Category: Fire Equipment/Exits

Priority: Medium

A directional exit sign should be provided in the Music Room.

PAC RM 309

Category: Fire Equipment/Exits

Priority: High

A fire extinguisher should be provided for this area.

PAC RM 309-1

Category: Fire Equipment/Exits

Priority: High

The fire extinguisher was missing and should be replaced.

PAC THEATER WORKSHOP

Category: General Safety

Priority: High

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.

PAC THEATRE

Category: General Safety
Priority: High

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

POOL DECK

Category: Pools
Priority: Medium

Any missing end covers from metal bleacher seats should be replaced, to ensure no potential lacerations can occur to an individual sitting on the bleacher.

SCC STUDENT CENTER

Category: Kitchen
Priority: Medium

The automatic dry chemical extinguishing system certificate for the stove was not present and therefore possibly past the service date and should be serviced and tagged as soon as possible.

TENNIS COURTS - ACCESS PATH

Category: Sidewalks/Walkways/Asphalt
Priority: High

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

TENNIS COURTS - ACCESS PATH

Category: Sidewalks/Walkways/Asphalt
Priority: High

Unkept steep steps are being covered with loose gravel, leading to potential slips and falls.

DISTRICT OFFICES/PDC/ATTC

ATTC HALLWAY 108

Category: General Safety
Priority: High

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.

ATTC RM 106

Category: General Safety
Priority: Medium

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.

ATTC RM 107

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

ATTC RM 112 STORAGE

Category: General Safety

Priority: Medium

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.

ATTC RM 112 STORAGE

Category: General Safety

Priority: Medium

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.

ATTC RM 114 CUSTODIAL

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

ATTC RM 119

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

ATTC RM 120

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

ATTC RM 121

Category: Electrical

Priority: High

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

ATTC RM 121

Category: General Safety

Priority: High

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.

DO BOARDROOM

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

DO CONFERENCE RM

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

DO CUSTODIAL RM

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

DO RM 124 WORKROOM

Category: General Safety
Priority: Medium

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

PDC RM 103 TEMPORARY STORAGE

Category: Fire Equipment/Exits
Priority: Medium

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

PDC RM 105

Category: General Safety
Priority: Medium

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.

PDC RM 107

Category: General Safety
Priority: Medium

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

SAN BERNADINO CCD ANNEX

DATA STORAGE ROOM

Category: Electric Rooms
Priority: Medium

Ceiling tiles in the data room appeared to be water damaged. The cause of the damage should be determined and proper repairs enacted.

DATA STORAGE ROOM

Category: Electric Rooms
Priority: Medium

Missing acoustical ceiling tiles should be replaced to ensure the fire integrity of the room remains.

DATA STORAGE ROOM

Category: Electric Rooms
Priority: Medium

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

ELECTRICAL STORAGE ROOM

Category: Electric Rooms
Priority: Medium

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

GENERAL OFFICE

Category: General Safety

Priority: Medium

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

MAIN ENTRANCE

Category: Sidewalks/Walkways/Asphalt

Priority: Medium

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.

PRINTING ROOM

Category: Mechanical Rooms

Priority: Medium

Ceiling tiles in the printing room appeared to be water damaged. The cause of the damage should be determined and proper repairs enacted.

PRINTING ROOM

Category: Mechanical Rooms

Priority: Medium

Damaged acoustical ceiling tiles should be secured or removed to prevent them from becoming a falling object hazard.

SUPPORT ENGINEER ROOM

Category: General Safety

Priority: Medium

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.

WORK ROOM

Category: General Safety

Priority: Medium

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.

SAN BERNARDINO COLLEGE

BASEBALL FIELD BLEACHERS

Category: Athletic Fields

Priority: High

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.

BLDG. 121 RM

Category: General Safety

Priority: Medium

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.

BLDG. AD SS 100 RM

Category: General Safety

Priority: High

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.

BLDG. AD SS 100C RM

Category: Electrical

Priority: High

Electric extension cords installed for permanent use should be replaced with permanent wiring in accordance with the National Electric Code.

BLDG. AD SS 102 A, C, E, F

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AD SS 103 A, B, D, E

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AD SS 105 A, B, C, D, J

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AD SS 106A RM

Category: General Safety

Priority: Medium

All unsecured heavy items should either be stored at low level, or be secured in place.

BLDG. AD SS 200, 201

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AD SS 202, 206

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. ART 109

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. ART 111, 113, 114

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. ART 119 WORKRM

Category: Fire Equipment/Exits
Priority: High

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

BLDG. ART 119 WORKRM

Category: General Safety
Priority: Medium

The eyewash/deluge shower is blocked. Access must be provided at all times.

BLDG. ART 120 RM

Category: General Safety
Priority: Medium

The wire fencing stored at the exit door has sharp unprotected edges. This item must be removed and stored in a properly identified area away from access points.

BLDG. ART 124 STORAGE

Category: Electrical
Priority: High

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

BLDG. ART 124 STORAGE

Category: General Safety
Priority: High

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.

BLDG. ART 124 STORAGE

Category: General Safety
Priority: High

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

BLDG. ART 126 RM

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. ART 127 KILN YARD

Category: General Safety
Priority: High

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

BLDG. ART 129 GLAZE RM

Category: Electrical
Priority: High

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

BLDG. ART 137 COMP LAB

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. ART 144

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. ART STORAGE RM

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AUD 2 BLACK RM

Category: General Safety

Priority: High

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

BLDG. AUD 2 GREEN RM

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AUD 3 DANCE

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. AUD 4 SCENE RM

Category: Wood Shop

Priority: High

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

BLDG. AUD HALLWAY

Category: General Safety

Priority: Medium

The emergency lighting was defective and should be repaired to ensure safe egress of all individuals in an emergency.

BLDG. AUD THEATER

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. CC 213 VET OFFICE

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. CC 215

Category: General Safety

Priority: Medium

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.

BLDG. CC BOOKSTORE

Category: Warehouse

Priority: Medium

Insufficient earthquake protection has been supplied to prevent the free standing shelving units from falling over. Brackets have been supplied but are attached to each other via duct tape. These brackets must be braced with nuts and bolts or screws rather.

BLDG. CC BOOKSTORE

Category: Warehouse

Priority: Medium

Storage levels should be reduced to allow a minimum clearance of 18" from the top of the storage to the automatic sprinkler head.

BLDG. CC KITCHEN

Category: Kitchen

Priority: Medium

All compressed gas cylinders should be properly secured in the upright position with strong securing devices (chain, straps, or clamps) to prevent accidental tip-over. These chains cannot be strapped to high on the cylinder as this will not prevent the bottom from slipping out. These heavy cylinders can injure people by either falling on them directly or they can become dangerous projectiles if the regulator, cylinder valve, or valve connection is damaged.

BLDG. HLS 130, 129

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 131

Category: General Safety

Priority: High

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

BLDG. HLS 135, 136, 134

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 142, 139

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 145, 144, 143

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 207, 211

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 208

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 218

Category: General Safety

Priority: High

Housekeeping should be improved. The area should be kept in a clean and orderly condition. High level storage not secured must be removed and stored at low levels to prevent items from falling from height and injuring someone.

BLDG. HLS 221

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 223, 225

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 224

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 226

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 230, 231

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 239, 241

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS 240, 246

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. HLS PASSAGEWAY

Category: General Safety

Priority: High

Cabinets located close in by emergency exits must be secured to either each other, the wall or each other to ensure they do not tip over during potential earthquakes.

BLDG. HLS PASSAGEWAY

Category: General Safety

Priority: High

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

BLDG. LA 100 LECTUREHALL

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. LA 100D

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. LA 102

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. LA 104

Category: Fire Equipment/Exits

Priority: Medium

A directional exit sign should be provided.

BLDG. LA 106

Category: General Safety

Priority: Medium

The raised carpet creates a trip/fall hazard and should be removed or re-installed to eliminate the hazard.

BLDG. LA 108

Category: Fire Equipment/Exits

Priority: Medium

A directional exit sign should be provided.

BLDG. LA 201

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. LA 203 LEARNING CENTER

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. LA 206 WRITING LAB

Category: Fire Equipment/Exits

Priority: Medium

The equipment (fans) obstructing the exits should be removed and clear access maintained at all times.

BLDG. LA 206 WRITING LAB

Category: General Safety

Priority: Medium

All large assembly rooms should have the Maximum Occupancy calculated by a competent person, the limit clearly posted and strictly enforced.

BLDG. LA 209 COMP LAB

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 118, 119

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 125, 128

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 127

Category: General Safety

Priority: Low

The dryer lint trap should be kept clean and clear of heavy lint build-up.

BLDG. NH 130, 131

Category: No Exposures Observed

Priority: Medium

No unusual exposures were observed at the time of this inspection.

BLDG. NH 164

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 215, 216, 221

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 219 STOREROOM

Category: General Safety

Priority: Medium

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.

BLDG. NH 251, 222

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 318, 321, 322, 323

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH 351, 352, 353

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. NH ELEVATORS

Category: Elevators/Lifts

Priority: Medium

The permit for the elevators had both expired. The units should be inspected and a current permit posted at all times.

BLDG. PL 101, 102, 103

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PL 104, 106

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PL 105

Category: General Safety

Priority: Medium

Ceiling tiles in the room appeared to be water damaged. The cause of the damage should be determined and proper repairs enacted.

BLDG. PL 108

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PL 109, 107

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 121 PATIO

Category: Fields

Priority: Medium

The Patio area had a emergency push bar gate which does not have a return spring attached. This could lead to a security issue or even a situation where if the door is left open, it could swing uncontrollably causing potential injury.

BLDG. PS 121 PATIO

Category: Fire Hazards

Priority: Medium

BLDG. PS 121, 126, 127

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 128, 129, 130

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 135

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 139

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 141 HALLWAY

Category: General Safety

Priority: Medium

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 hallway.

BLDG. PS 147

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 165, 166, 167

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 168, 170, 173

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 175, 183, 184

Category: No Exposures Observed
Priority: Medium

No unusual exposures were observed at the time of this inspection.

BLDG. PS 181, 185

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 209

Category: General Safety
Priority: High

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

BLDG. PS 213

Category: Chemical Storage Areas
Priority: High

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.

BLDG. PS 217, 216, 214

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 219

Category: General Safety
Priority: High

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.

BLDG. PS 220 STOCK RM

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 228, 229, 230

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 310, 312

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 311 PREP

Category: Chemical Storage
Priority: Medium

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.

BLDG. PS 313 PREP

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. PS 316

Category: Equipment
Priority: Medium

Eyewash stations and deluge showers are required to be inspected on a monthly schedule. Each emergency eyewash and/or deluge shower station should be clearly identified and kept clear of obstructions.

BLDG. PS HALLWAYS

Category: Fire Equipment/Exits
Priority: Medium

A fire extinguisher should be provided for this area.

BLDG. PS HALLWAYS

Category: Fire Equipment/Exits
Priority: Medium

All fire extinguisher locations should be clearly marked with a sign or label.

BLDG. SG 14, 15

Category: No Exposures Observed
Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. SG 26, 27, 28

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. SG 30

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. SG 32

Category: Fire Equipment/Exits

Priority: High

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

BLDG. WG 22 CPR RM

Category: General Safety

Priority: Medium

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

BLDG. WG FITNESS CENTER

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

BLDG. WG GYM

Category: Fire Equipment/Exits

Priority: High

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

BLDG. WG GYM

Category: Gymnasium/Locker Rooms

Priority: Medium

The collapsible bleacher railings were in poor condition and should be repaired.

BLDG. WG LOCKER

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

CAMPUS POLICE

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

CDC RM 1, 3, 7, 8, 9, 10, 11

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

CDC RM 2

Category: General Safety

Priority: Medium

Large and/or heavy items were stored onto shelving without being adequately secured. Items must be secured to prevent falling object hazards to kindergarden children.

CDC RM 4

Category: General Safety

Priority: Medium

The fish tank was placed on a small, unsecured book shelf. The fish tank was not adequately secured. Items must be secured and the book shelf needs to be secured to prevent falling object hazards.

CDC RM 5

Category: General Safety

Priority: Medium

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.

CDC RM 6

Category: General Safety

Priority: High

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.

LIBRARY

Category: General Safety

Priority: Medium

All large assembly rooms should have the Maximum Occupancy calculated by a competent person, the limit clearly posted and strictly enforced.

LIBRARY RM 147, 148, 149

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

MEDIA CENTER - ADMIN

Category: Fire Equipment/Exits

Priority: High

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

MEDIA CENTER - ADMIN

Category: General Safety

Priority: Medium

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.

MEDIA CENTER - MAIN HALLWAY

Category: Fire Equipment/Exits

Priority: Medium

The vending machines are obstructing the exit and should be removed and clear access maintained at all times.

MEDIA CENTER - RM 133

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

MEDIA CENTER - RM 139

Category: General Safety

Priority: Medium

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

MEDIA CENTER - RM 142

Category: Fire Equipment/Exits

Priority: Medium

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

MEDIA CENTER - RM 142

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

MEDIA CENTER - RM 158

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

MEDIA CENTER - WAREHOUSE

Category: Warehouse

Priority: High

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

PARENT EDUCATION CENTER

Category: Fire Equipment/Exits

Priority: Medium

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.

SHIPPING & RECEIVING

Category: Fire Equipment/Exits

Priority: Medium

All fire extinguisher locations should be clearly marked with a sign or label.

SOFTBALL FIELD BLEACHERS

Category: Athletic Fields

Priority: High

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.

T BLDG 100

Category: Electrical

Priority: High

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.

T BLDG 101

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

T BLDG 102

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

T BLDG 105

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

T BLDG 106

Category: Fire Equipment/Exits

Priority: High

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

T BLDG 106

Category: Welding/Metal Shop

Priority: High

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

T BLDG 108

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

T BLDG 109B

Category: General Safety

Priority: Low

Large assembly rooms must have all exits clearly identified. The exit signs are required to be illuminated whenever the room is occupied. Any door that is not a designated exit should be clearly labeled as "Not An Exit".

T BLDG 111 MACHINE SHOP

Category: Electrical

Priority: High

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 up.

T BLDG 111B

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

T BLDG 112

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

T BLDG 112B

Category: Fire Equipment/Exits

Priority: High

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.

T BLDG 114

Category: Welding/Metal Shop

Priority: Medium

All compressed gas cylinders should be secured in the upright position with strong securing devices (chain, straps or clamps) to prevent accidental tip-over.

T BLDG 115

Category: General Safety

Priority: High

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.

T BLDG 116B

Category: Fire Equipment/Exits

Priority: High

The fire extinguisher was missing and should be replaced.

T BLDG 117A

Category: Fire Equipment/Exits

Priority: High

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

T BLDG 117A

Category: Floors

Priority: Medium

Aisles and passageways should be maintained clear and in good repair, with a minimum width of 30".

T BLDG 118

Category: General Safety

Priority: Medium

All compressed gas cylinders should be secured in the upright position with strong securing devices (chain, straps or clamps) to prevent accidental tip-over.

T BLDG 118

Category: General Safety

Priority: Medium

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.

T BLDG 118

Category: General Safety

Priority: Medium

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

T BLDG 119

Category: Equipment

Priority: High

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.

T BLDG 119

Category: Fire Equipment/Exits

Priority: High

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

T BLDG 119

Category: General Safety

Priority: Medium

Large assembly rooms must have all exits clearly identified. The exit signs are required to be illuminated whenever the room is occupied. Any door that is not a designated exit should be clearly labeled as "Not An Exit".

T BLDG 120

Category: General Safety

Priority: Medium

Large assembly rooms must have all exits clearly identified. The exit signs are required to be illuminated whenever the room is occupied. Any door that is not a designated exit should be clearly labeled as "Not An Exit".

T BLDG 121

Category: Hazardous Materials

Priority: High

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

T BLDG 122

Category: Electrical

Priority: High

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

T BLDG SPRAYBOOTH

Category: Fire Hazards

Priority: Medium

The filters in the paint spray booth appear to be clogged, reducing the effectiveness of the ventilation system and potentially increasing the fire risk. The filters should be replaced to eliminate the hazard.

TRANSPORTATION - LAB

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

TRANSPORTATION - RM 113, 114

Category: No Exposures Observed

Priority: None

No unusual exposures were observed at the time of this inspection.

TRANSPORTATION - STORE

Category: General Safety

Priority: Medium

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

TRANSPORTATION - STORE

Category: General Safety

Priority: Medium

Shelving units 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.

WAREHOUSE

Category: Hazardous Waste Management

Priority: Medium

Old excess chemicals stored in the warehouse need to be disposed of through proper channels. Unnecessary build up of hazardous chemicals should be avoided.



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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.

Mr. Steve Sutorus
November 16, 2012
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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 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.

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.

Mr. Steve Sutorus
November 16, 2012
Page 19

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