



Office of Environmental Health & Safety  
333 S. Beaudry Avenue, 28<sup>th</sup> Floor  
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# SAFETY ALERT

No. 15-03

Student Furniture Inspection

June 2015

There have been several incidents involving damaged furniture that have resulted in student injuries. Proper use, maintenance, and inspection is critical to preventing future incidents. To prevent structural failures and possible injury, furniture should not be used other than for its intended purpose and should be inspected regularly. Any furniture that is damaged or appears to be unstable must be removed from use and reported to the Plant Manager.

The following conditions may warrant furniture to be removed from use and should be noted on the attached Student Furniture Inspection Log.

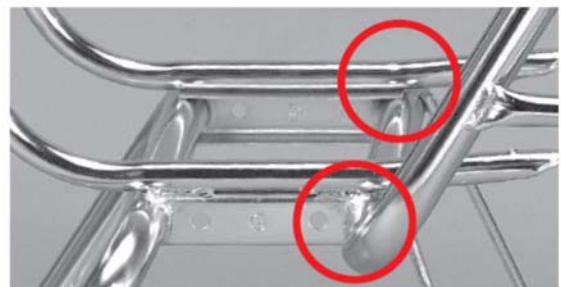
1. Loose and missing screws and rivets
2. Metal fatigue such as bent or cracked legs or support structures
3. Cracked or broken welds
4. Missing components such as a cross brace bar
5. Loose staples
6. General instability



Figure A



Figure B



**Figures A & B:** Red circles indicate welded areas that need to be inspected for signs of fatigue.

DISTRIBUTION: Schools and Offices

All damaged furniture should be checked to verify if covered under the manufacturer's warranty. The manufacturer, model and manufactured date can generally be found on the individual piece of furniture. It may be stamped onto the frame or as a label adhered to the furniture (Figure E). Identification of the manufactured date will be essential in determining the validity of the warranty. Warranty coverage will vary according to manufacturer and purchase date.

Any furniture removed for potential warranty replacement must be stored in a secure, protected location either in an indoor location or a storage bin away from the outdoor elements. Improper storage may affect the warranty of the furniture.

Furniture condition must be noted on the attached Furniture Condition Log. Damaged furniture should only be repaired through the manufacturer with factory authorized parts and methods.

For specific information on maintenance, warranty and repair of furniture contact the manufacturer/vendor.

For additional information regarding defects and warranty issues, contact Procurement Customer Service at (562) 654-9009, or <http://achieve.lausd.net/procurement>. If you have any questions regarding other safety issues, please contact OEHS at (213) 241-3199 or <http://achieve.lausd.net/oehs>.

Attachment

Figure C

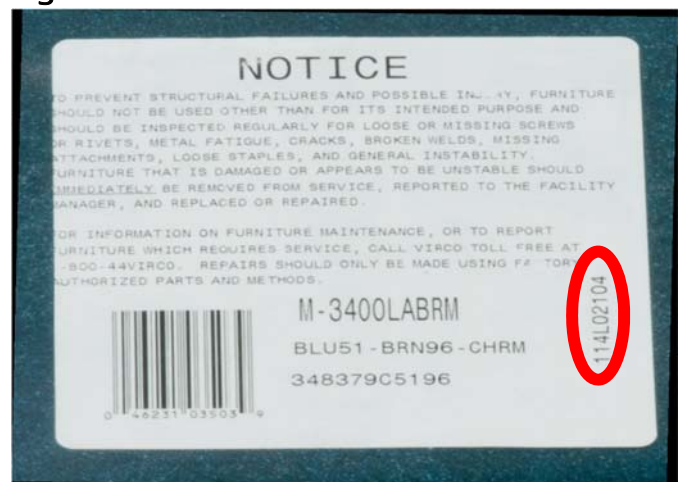


Broken weld Missing screws

Figure D: Missing cross brace



Figure E: Manufactured date circled in red





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## Student Furniture Inspection Log

This document shall be used to inspect and document damaged student furniture. Additional information can be found in Safety Alert No. 15-03 *Student Furniture Inspection* available on [www.achieve.lausd.net/oehs](http://www.achieve.lausd.net/oehs). Please provide additional notes as needed on back or on separate paper. If you have any comments or questions, please call OEHS at (213)241-3199.

Site	Date	Inspector
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Location	Type of Furniture <sup>1</sup>	Manufacturer	Model	Manufactured Date	Identified Problem <sup>2</sup>	Resolution <sup>3</sup>

<sup>1</sup> Type of furniture may be: chair; desk; desk-chair combo  
<sup>2</sup> Examples of Identified Problems may be: Loose and missing screws and rivets; bent or cracked legs; cracked or broken welds; missing components such as cross brace bar; loose staples; general instability  
<sup>3</sup> Examples of Resolutions may be: removal; repair; warranty claimed