



Office of Environmental Health & Safety
333 S. Beaudry Avenue, 28th Floor
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SAFETY ALERT

No. 12-04

Occupancy Inspections for
New Schools and Modernization Projects

June 2012

As directed by the Board of Education, the Office of Environmental Health and Safety (OEHS) is required to review various types of projects including proposed new school sites, expansion, major repair, or modernization of existing school facilities, proposed placement/removal of bungalows or other temporary structures at existing school facilities and the change in use or occupancy of existing facilities. Historically, part of this review has included the inspection of new schools prior to occupancy.

OEHS created the *Essential Safety Checklist & Approval Form* (Attachment A) to identify essential safety requirements to be met prior to occupancy of newly constructed schools, school buildings and other school projects which add classrooms or when a Division of State Architects' Form 6 is issued.

As the new school construction program enters the final phases, major modernization projects at existing sites are increasing. To assist with the safe occupancy following completion of these projects, OEHS has created the *Essential Safety Checklist & Approval Form for Modernization Projects* (Attachment B) to ensure essential safety requirements met.

Project proponents should request OEHS inspection at least two months prior to occupancy. Once all occupancy criteria have been satisfied, OEHS will issue the appropriate completed *Essential Safety Checklist & Approval Form*. Deficiencies that do not prevent a school project from opening will be documented by OEHS in a Corrective Action Notice (CAN) that is normally issued after occupancy is approved. Corrective measures must be completed and reported to OEHS at http://www.lausd-oehs.org/fieldoperations_listschools.asp.

Please refer to [REF-5314.1](#), *Procedures for Environmental Review of Proposed Projects* for more information on additional requirements. Inquiries may be addressed to the Office of Environmental Health and Safety at (213) 241-3199 or you may visit www.lausd-oehs.org for additional information.

DISTRIBUTION: Facilities Services Division, OEHS Website



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Essential Safety Checklist & Approval Form

The purpose of this checklist is to identify **essential safety requirements** to be met prior to occupancy of newly constructed schools, school buildings and other school projects which add classrooms or when a DSA Form 6 is issued. A comprehensive listing of federal, state and local regulations dealing with school safety maybe found in the "OEHS Safe School Inspection Guidebook", available at www.lausd-oehs.org.

Date:	OEHS Inspector:			
School:	OAR:			
Designated Area:	Principal:			
A. Access and Egress		Y	N	ALT
1. Are pathways to and from buildings adequately marked, unobstructed, and free of debris and tripping hazards?				
2. Are the areas of the campus to be occupied adequately segregated from ongoing construction activity through the use of barricades, fencing or other means?				
3. Are stairways, halls, and other exit pathways in all building corridors clearly identified with proper signage?				
4. Are fire doors and associated panic hardware functional?				
5. Are there at least 2 exit pathways for rooms with an occupant load greater than 50?				
6. Are designated parking areas for students and staff provided with clear, unobstructed pathways to buildings or other areas of the campus?				
7. Have student pick-up and drop-off locations been designated and have parents been notified?				
B. Building & Room Conditions				
1. Is adequate lighting provided in all rooms?				
2. Are electrical outlets and panels covered, and are other electrical components and wiring properly guarded and functional?				
3. Has each classroom been provided with a hard-wire or wireless connection capable of calling 911?				
4. Are flooring materials, walls, and ceilings installed and properly finished?				
5. Have the HVAC duct leakage test results for passive smoke-control systems been reviewed and accepted by the designer?				
6. Are rooms properly ventilated and free of significant chemical odors?				
7. Is potable water available in all buildings?				
8. Is hot water available in food preparation areas, nurse's office and showers?				
9. Are classrooms and other areas of the campus clean and free of construction debris?				
10. Are restrooms available in proper working condition and adequately stocked with toilet paper, soap and paper towels or dryers?				
11. Has the test and balance report for the HVAC system been submitted by the contractor and reviewed by the Inspector of Record to ascertain that the minimum ventilation rates have been met?				
C. Fire Alarm and Suppression Systems				
1. Has the Inspector of Record (IOR) notified the local fire department of the new school opening pursuant to Inspection Department Procedure P-13?				
2. Has the IOR issued a DSA-Form 6 for the buildings to be occupied, indicating the fire alarm and suppression systems are complete?				
3. Has a local fire department inspection been scheduled by the IOR/OAR to be conducted the week prior to opening? <i>(Required only if DSA-Form 6 does not indicate 100% completion for fire alarm and suppression systems 30 days prior to opening. Indicate date of scheduled inspection.)</i>				
4. Have fire extinguishers been mounted throughout the campus (within 75 feet of classrooms and 25 feet of flammable liquids storage areas)?				
5. Has the IOR verified that all outstanding smoke barrier requirements have been completed?				
D. Emergency Preparedness				
1. Are basic first-aid kits provided and readily accessible?				
2. Has an emergency evacuation plan been prepared and posted?				
3. Has staff been informed of their roles and responsibilities during emergencies and aware of the evacuation plan?				
E. Clearance for Occupancy				
1. Has the Owner's Authorized Representative (OAR) issued a <i>Certificate of School Functional Readiness</i> , and has the IOR issued a DSA-Form 6 indicating the facility or designated locations are ready for occupancy?				
2. Has OEHS assessed compliance with the above requirements and determined the designated areas are safe to occupy?				

Signature: _____ Date: _____



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Essential Safety Checklist & Approval Form for Modernization Projects

Attachment B



The purpose of this checklist is to identify **essential safety requirements** to be met prior to occupancy of modernized or renovated schools, school buildings and other school projects which add classrooms or when a DSA Form 6 is issued. A comprehensive listing of federal, state and local regulations dealing with school safety maybe found in the "OEHS Safe School Inspection Guidebook", available at www.lausd-oehs.org.

Date:	OEHS Inspector:
School:	OAR:
Designated Area:	Principal:

A. Access and Egress	Y	N	ALT
1. Are pathways to and from buildings adequately marked, unobstructed, and free of debris and tripping hazards?			
2. Are the areas of the campus to be occupied adequately segregated from ongoing construction activity through the use of barricades, fencing or other means?			
3. Are stairways, halls, and other exit pathways in all building corridors clearly identified with proper signage?			
4. Are fire doors and associated panic hardware functional?			
5. Are there at least 2 exit pathways for rooms with an occupant load greater than 50?			
6. Are designated parking areas for students and staff provided with clear, unobstructed pathways to buildings or other areas of the campus?			
B. Building & Room Conditions			
1. Is adequate lighting provided in all rooms?			
2. Are electrical outlets and panels covered, and are other electrical components and wiring properly guarded and functional?			
3. Has each classroom been provided with a hard-wire or wireless connection capable of calling 911?			
4. Are flooring materials, walls, and ceilings installed and properly finished?			
5. Have the HVAC duct leakage (if applicable) test results for passive smoke-control systems been reviewed and accepted by the designer?			
6. Are rooms properly ventilated and free of significant chemical odors?			
7. Is potable water available in renovated areas?			
8. Is hot water available in food preparation areas, nurse's office and showers (if applicable to project)?			
9. Are classrooms and other areas of the campus clean and free of construction debris?			
10. Are restrooms available in proper working condition and adequately stocked with toilet paper, soap and paper towels or dryers?			
11. Has the test and balance report for the HVAC system been submitted by the contractor and reviewed by the Inspector of Record to ascertain that the minimum ventilation rates have been met (for projects with new HVAC systems)?			
C. Fire Alarm and Suppression Systems			
1. Has the Inspector of Record (IOR) notified the local fire department of the project pursuant to Inspection Department Procedure P-13?			
2. Has the IOR issued a DSA-Form 6 for the buildings to be occupied, indicating the fire alarm and suppression systems are complete?			
3. Has a local fire department inspection been scheduled by the IOR/OAR to be conducted the week prior to opening? <i>(Required only if DSA-Form 6/Project Status Report does not indicate 100% completion for fire alarm and suppression systems 30 days prior to opening. Indicate date of scheduled inspection.)</i>			
4. Have fire extinguishers been mounted throughout modernized areas (within 75 feet of classrooms and 25 feet of flammable liquids storage areas)?			
5. Has the IOR verified that all outstanding smoke barrier requirements have been completed?			
D. Emergency Preparedness			
1. Has an emergency evacuation plan been prepared and posted?			
2. Has staff been informed of their roles and responsibilities during emergencies and aware of the evacuation plan?			
E. Clearance for Occupancy			
1. Has the Owner's Authorized Representative (OAR) issued a <i>Certificate of School Functional Readiness</i> , and has the IOR issued a DSA-Form 6 indicating the facility or designated locations are ready for occupancy?			
2. Has OEHS assessed compliance with the above requirements and determined the designated areas are safe to occupy?			

Signature: _____ Date: _____