



Jeff Jones, Chief of Staff

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Website: www.colliervilleschools.org

October 6, 2017

Via Electronic Mail

Kristin Leigh, Reporter
FOX13 Memphis
485 South Highland
Memphis, Tennessee 38111

Kristin.Leigh@coxinc.com

Ms. Leigh:

On September 26, 2017, you submitted a Tennessee Open Records Act request for:

1. “[C]opies of...policies set forth by Collierville Schools and its Board of Education, which dictate how often playgrounds are inspected, who is charged with inspecting them, and exactly what the inspector checks during his or her inspection of elementary school playgrounds at Collierville Schools” and
2. “[I]nspection reports for playgrounds at Collierville elementary schools from Jan. 1, 2017 through today’s date, Sept. 26, 2017,” if available.

This letter shall serve as the district’s official response to your request.

- Collierville Schools Board of Education Policy 3.200 *Building and Grounds Management* (copy attached) requires the development and implementation of a “program of maintenance of all district-owned buildings and grounds,” including elementary school playgrounds. This responsibility is delegated annually by the superintendent to the Chief Operating Officer, who—along with the Operations Specialist—supervises the plant managers at each school.
- Each plant manager has been provided with both a list of “Routine Inspection and Maintenance Issues” and a “Suggested General Maintenance Checklist” (copies attached) published by the United States Consumer Product Safety Commission in their *Handbook for Public Playground Safety*. These documents guide plant managers in their annual inspections of playground equipment. Plant managers are not required to submit their checklists to the Operations Department.
- When dangers or deficiencies are noted, plant managers submit work orders to the Operations Department for repair or replacement. A comprehensive record of these maintenance requests for all elementary playgrounds submitted since 2014 is attached.



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Page 2

- On July 1, 2017, Collierville Schools changed its property insurance provider from the Tennessee Municipal League Risk Management Pool to Public Risk Insurors. As part of the insurability determination process, it is our understanding that Public Risk Insurors, or its agents, conducted a comprehensive inspection and valuation study of all buildings and grounds. No subsequent playground repairs or modifications were recommended.
- Beginning this school year, the Operations Department requires that all plant managers complete an annual safety inspection utilizing an instrument designed by the Tennessee Occupational Safety and Health Administration (copy attached). Questions 91 through 99 are specific to playground equipment.

As reflected in Collierville Schools Board of Education Policy 3.201 *Safety*, the District is committed to “keeping school facilities safe and free from hazards.” I trust that these responses and the attached documentation will serve as evidence of that commitment. Our students, parents, and other stakeholders may rest assured that our elementary playgrounds are—and will continue to be—safe spaces for children.

Should you have additional questions, do not hesitate to contact me.

Sincerely,

Jeff Jones
Chief of Staff

Collierville Schools Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Building and Grounds Management	Descriptor Code: 3.200	Issued Date: 05/13/14
		Rescinds:	Issued:

1 The director of schools shall develop and implement a program of maintenance of all district-owned
2 buildings and grounds which shall provide for the following:

- 3 1. Adequate custodial programs for all schools;
- 4 2. Improvement and maintenance of school buildings and grounds;
- 5 3. Repairs, including repairs of equipment, and painting; and
- 6 4. Determination of obsolete/surplus equipment.

7 The following are responsibilities of building principals:

- 8 1. Overseeing the operation of the school and requiring that the personnel assigned to the building
9 keep it in a clean, healthy, and pleasant condition;
- 10 2. Inspecting the premises of the school to prevent, identify, or remedy hazardous conditions
- 11 3. Requesting, in a timely manner, appropriate maintenance and repairs through the appropriate
12 channels.

Routine Inspection and Maintenance Issues

- Broken equipment such as loose bolts, missing end caps, cracks, etc.
- Broken glass & other trash
- Cracks in plastics
- Loose anchoring
- Hazardous or dangerous debris
- Insect damage
- Problems with surfacing
- Displaced loose-fill surfacing (see Section 4.3)
- Holes, flakes, and/or buckling of unitary surfacing
- User modifications (such as ropes tied to parts or equipment rearranged)
- Vandalism
- Worn, loose, damaged, or missing parts
- Wood splitting
- Rusted or corroded metals
- Rot

APPENDIX A: SUGGESTED GENERAL MAINTENANCE CHECKLISTS

Surfacing (§2.4)

- Adequate protective surfacing under and around the equipment.
 - Install/replace surfacing
- Surfacing materials have not deteriorated.
 - Replace surfacing
 - Other maintenance: _____
- Loose-fill surfacing materials have no foreign objects or debris.
 - Remove trash and debris
- Loose-fill surfacing materials are not compacted.
 - Rake and fluff surfacing
- Loose-fill surfacing materials have not been displaced under heavy use areas such as under swings or at slide exits.
 - Rake and fluff surfacing

Drainage (§2.4)

- The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.
 - Improve drainage
 - Other maintenance: _____

General Hazards

- There are no sharp points, corners or edges on the equipment (§3.4).
- There are no missing or damaged protective caps or plugs (§3.4).
- There are no hazardous protrusions (§3.2 and Appendix B).
- There are no potential clothing entanglement hazards, such as open S-hooks or protruding bolts (§2.5.2, §3.2, §5.3.8.1 and Appendix B).
- There are no crush and shearing points on exposed moving parts (§3.1).
- There are no trip hazards, such as exposed footings or anchoring devices and rocks, roots, or any other obstacles in a use zone (§3.6).

Security of Hardware (§2.5)

- There are no loose fastening devices or worn connections.
 - Replace fasteners
 - Other maintenance: _____
- Moving parts, such as swing hangers, merry-go-round bearings, and track rides, are not worn.
 - Replace part
 - Other maintenance: _____

Durability of Equipment (§2.5)

- There are no rust, rot, cracks, or splinters on any equipment (check carefully where it comes in contact with the ground).
- There are no broken or missing components on the equipment (e.g., handrails, guardrails, protective barriers, steps, or rungs).
- There are no damaged fences, benches, or signs on the playground.
- All equipment is securely anchored.

Leaded Paint (§2.5.4)

- Paint (especially lead paint) is not peeling, cracking, chipping, or chalking.
- There are no areas of visible leaded paint chips or accumulation of lead dust.
 - Mitigate lead paint hazards

General Upkeep of Playgrounds (§4)

- There are no user modifications to the equipment, such as strings and ropes tied to equipment, swings looped over top rails, etc.
 - Remove string or rope
 - Correct other modification
- The entire playground is free from debris or litter such as tree branches, soda cans, bottles, glass, etc.
 - Clean playground
- There are no missing trash receptacles.
 - Replace trash receptacle
- Trash receptacles are not full.
 - Empty trash

NOTES:

DATE OF INSPECTION:

INSPECTION BY:

Work Order Search Results

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	Equipment
510	Closed Work Orders	7/28/2014	George Clay	Playground	Bailey Station Elementary
	Please replace (2) outside drain caps with recessed drain caps. repaired clean outs	7/31/2014 Medium	Sanders, Chuck	Plumbing	Southwest Corner of Kitchen
511	Closed Work Orders	7/28/2014	George Clay	Playground	Bailey Station Elementary
	Please replace outside drain cap with recessed cap outside room#304. repaired clean outs	8/8/2014 Medium	Sanders, Chuck	Plumbing	Outside Room #304
512	Closed Work Orders	7/28/2014	George Clay	Playground	Bailey Station Elementary
	Please replace drain cap with recessed cap outside between rooms 207-209. repaired clean outs	7/30/2014 Medium	Sanders, Chuck	Plumbing	Between 207-209
513	Closed Work Orders	7/28/2014	George Clay	Playground	Bailey Station Elementary
	Please replace drain cap with recessed cap outside classroom #105-#107. repaired clean outs	8/6/2014 Medium	Sanders, Chuck	Plumbing	Outside Room #105-#107
591	Closed Work Orders	8/4/2014	Bruce Edingborough	Playground	Tara Oaks Elementary
	Playground bridge is broken west side of school bridge need to be repaired. Taken over by Mr. Simpson 9-15-14. looked at, talked to Benny, put up caution tape to block off bridge	9/16/2014 Medium	Edwards, Martin	Carpentry	west side playground
680	Closed Work Orders	8/11/2014	George Clay	Playground	Bailey Station Elementary
	Please remove stripped overhead bolt on the "Rolling Stones" fitness unit. Plant Manager has extra specialty bolts for the unit removed old bolt and replaced with new one	8/13/2014 Medium	Watts, Brian	Carpentry	North End Fitness Park Phase One
717	Closed Work Orders	8/14/2014	George Clay	Playground	Bailey Station Elementary
	Please caulk or glue the flooring on the landing underneath the "Red" Canopy. glued and caulked piece to unit	8/19/2014 Medium	Watts, Brian	Carpentry	South End Kiddie Playground
746	Closed Work Orders	8/18/2014	David Featherston	Playground	Crosswind
	Playground equipment next to the gym and SW Wing by staff parking lot. There is a small chain latter with the bottom rung broken on the left side. I have it taped off with caution tape. Taken over by Mr. Simpson 9-15-14	9/16/2014 Medium	Edwards, Martin	Carpentry	Playground by Gym

Work Order Search Results

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	Equipment
753	Closed Work Orders There are two playground equipment areas on the gym side by SW Wing and staff parking lot. There is blue paint flaking of in large spots on both of these play equipment areas. Needs to be painted before it gets rusty. scrapped. sanded. primed and paint playground equipment with epoxy paint	8/18/2014 11/4/2014 Medium	David Featherston Watts. Brian	Playground Carpentry	Crosswind playground by Gym
758	Closed Work Orders Please replace the rubber covering on the balance beam. The old covering is worn and is missing in certain sections of the balance beam. This is something you would have to get from the manufacturer of the equipment	8/18/2014 8/18/2014 Medium	George Clay	Playground Carpentry	Bailey Station Elementary North End Fitness Park Phase One
767	Closed Work Orders Please repair Balance Beam the screw on the north end is loose and the unit is leaking. Looks a large rubber washer that has moved out of place. Taken over by Mr. Simpson 9-15-14	8/18/2014 9/16/2014 Medium	George Clay Edwards. Martin	Playground Carpentry	Bailey Station Elementary Fitness Park North End Phase 2
1112	Closed Work Orders Please raise the entry gate to the Kid's Playground. The gate is dragging on the concrete entrance. adjusted gate and attached collar on main pole	9/29/2014 10/1/2014 Medium	George Clay Watts. Brian	Playground Carpentry	Bailey Station Elementary Kid's Playground South West
1340	Closed Work Orders Please insert pipe in the ground to hole the insert to keep the rear gate from being opened by a small pre-school child per the State Monitor. The rear gate must be secured and locked daily when students are present. drilled and inserted pipe into ground had to straighten post and file down insert to fit	10/31/2014 11/10/2014 Medium	George Clay Watts. Brian	Playground Carpentry	Bailey Station Elementary Pre-School Adjacent to Teachers Parking Lot
2575	Closed Work Orders Playground drains have Large drain holes caused by erosion. need to turn over to Thomas Dougherty to get in touch with town of collierville or contractor	6/8/2015 6/9/2015 Emergency	George Clay	Playground Contractor	Bailey Station Elementary North-South and West
2659	Closed Work Orders We have 3 leaks - 2 on the SE Wing side at the back corner. -1- NE Wing in the corner directly across the yard from the other. found leaks & repaired	6/19/2015 7/7/2015 Medium	David Featherston Perkins. Marshall	Playground Plumbing	Crosswind Sprinkler System

Work Order Search Results

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	Equipment
3074	Closed Work Orders	8/17/2015	George Clay	Playground	Bailey Station Elementary
	Please repair the south latch to the entrance to the playground. The gate will not latch to keep students inside.	8/20/2015	Watts. Brian		Kindergarten
	drilled holes and screwed latch in place latch working properly	Medium		Carpentry	Playground north of parking lot
3098	Closed Work Orders	8/21/2015	David Featherston	Playground	Crosswind
	The outside light on the gym by the playground side has the cover knocked off but not broken the cover is in my office. We also have 6 outside lights that need bulbs replaced.	9/3/2015	Quarles. James		Outside light on the gym
	checked out - ordered ballast and installed new bulbbordered fuses	Medium		Electrical	
3161	Closed Work Orders	9/1/2015	David Featherston	Playground	Crosswind
	We have several outside lights out on this wing. 200 hall NW Wing.	9/3/2015	Quarles. James		NW Wing 200 hall
	checked out replaced ballast	Medium		Electrical	
3251	Closed Work Orders	9/11/2015	George Clay	Playground	Bailey Station Elementary
	Please adjust hardware where the rear (north) gate will open and close correctly.	9/21/2015	Morris. Robert		Kindergarten
	repaired gate and adjusted it to open and close properly	Medium		Carpentry	playground south west
3563	Closed Work Orders	11/5/2015	George Clay	Playground	Bailey Station Elementary
	Please provide a self tapping metal screw to hold locking ring in place on the 5th unit.	11/10/2015	Watts. Brian		Fitness Park Yellow
	replaced missing set screw	Medium		Carpentry	Paddle Wheels
3904	Closed Work Orders	1/13/2016	George Clay	Playground	Bailey Station Elementary
	Please repair the bent rear center guide pole to lock gate.	1/15/2016	Fletcher. Daniel		Lady Bug Adjacent to the red hall
	fixed fence gate	Medium		Carpentry	
4099	Closed Work Orders	2/11/2016	George Clay	Playground	Bailey Station Elementary
	Provide wooden (L) shape to prevent erosion in corners.	12/14/2016	Watts. Brian		Lady Bug Pre-School
	SEE NOTES!	Medium		Carpentry	
4568	Closed Work Orders	4/25/2016	David Featherston	Playground	Crosswind
	Please turn on sprinkler system for flower beds.	4/29/2016	Perkins. Marshall		Turn on sprinkler system
	turn system on and checked out	Medium		Plumbing	

Work Order Search Results

Work OrderID	Status	Request Date	Requester	Area Type	Location
	Description	Completion Date	Assigned To	Building	Area Number
	Action Taken	Priority		Craft	Equipment
5115	Closed Work Orders	8/2/2016	George Clay	Playground	Bailey Station Elementary
	RESET POST HOLE-DIGGER NEEDED FOR FITNESS PARK SIGN-Leaning Toward Ground	8/30/2016	Watts, Brian	Carpentry	North End Fitness Park
	dug holes, drilled new posts, bolted them to the sign, put concrete around posts, painted posts	Medium			
5679	Closed Work Orders	10/18/2016	George Clay	Playground	Bailey Station Elementary
	Drain area starting to have holes again. Please repair.	10/27/2016	Watts, Brian	Carpentry	Gym And Kindergarten Area By Drain
	filled in hole as requested	Medium			
6508	Closed Work Orders	3/20/2017	George Clay	Playground	Bailey Station Elementary
	Please repair hole near west drain. Tripping and fall hazard.	3/23/2017	Dougherty, Thomas	Carpentry	North Playground
	need to talk with Benny on how to proceed	Medium			
6519	Closed Work Orders	3/22/2017	George Clay	Playground	Bailey Station Elementary
	Please install (5) new brackets on the units in Phase 1 of the Fitness Park.	3/27/2017	Watts, Brian	Carpentry	Fitness Park North Playground
	replaced all brackets as needed told plant manager to order more brackets before they break	Medium			
6572	Closed Work Orders	3/31/2017	Thomas Dougherty	Playground	Collierville Elementary
	Please try to shave or sand graffiti from big slide at Collierville Elementary. It's at the slide entrance.	4/6/2017	Watts, Brian	Carpentry	
	sanded all the graffiti off slide area as requested	Medium			
6630	Closed Work Orders	4/12/2017	George Clay	Playground	Bailey Station Elementary
	Please repair outside picnic bench and table. Wood needs to be replaced.	4/20/2017	Watts, Brian	Carpentry	Adjacent to Red Hall By Cafeteria
	removed rotten wood, replaced with new lumber	Medium			
7400	Closed Work Orders	8/11/2017	Ronnie Jamerson	Playground	Collierville Elementary
	LATCH IS MISSING OFF OF THE BIG SET OF PLAYGROUND EQUIPMENT GATE.	8/24/2017	Morris, Robert	Carpentry	BIG PLAY SET
	Purchased parts from Lowe's and repaired the gate	Medium			

Collierville Schools Safety Inspection - Elementary and Secondary

Egress (or Evacuation) TOSHA Subpart E - 1910.35 to .40

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Is there an electrical fire alarm which complies with 1910.165?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Is there a manual fire alarm for use when electricity is off?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are evacuation drills carried out regularly? NFPA 101, Section 31-1.5.2 (8 per year)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are exit widths adequate for the number to be evacuated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Do the doors swing outward with exit travel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are panic bars working freely when doors are locked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are primary exit routes obvious, marked and free from any obstruction?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. If exit signs are not obvious, are there arrows distinctly pointing to them?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Are doors that might be mistaken for exits marked "Not An Exit"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are exit signs illuminated from within or without by at least 5 candlepower?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Are all exit signs at least 6" high and ¾" wide per stroke or letter?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Are all exit signs distinctive in color relative to their background?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Are there exits through intermediate rooms which are subject to locking?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Are exits or exit signs free of decorations, draperies, or furnishings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Is emergency lighting adequate for emergency evacuation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Have "at least one" windows for "rescue and ventilation" been installed to meet the requirements of NFPA, Life Safety 101. Shall have a clear opening of not less than 20 in. in width and 24 in. in height, and 5.7 sq. ft in clear area. The bottom of the window shall not be more than 44 in. from the floor. Window shall not be blocked or obstructed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Combustible artwork and teaching material do not exceed 20% in a non-sprinkled building and 50% in a sprinkled building. LSC 101 15.7.4.3

Hazardous Materials TOSHA Subpart H - 1910.101 to .120

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Are flammable liquids stored in nonflammable storage cabinets when not being used?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are fire control devices located in areas where combustible material are stored or used?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Are flammable materials stored in approved containers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Are combustible materials stored in dry, well ventilated areas?

Personal Protective Equipment TOSHA Subpart I - 1910.132 to .140

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Is eye and/or face protection provided in areas where hazards exist, and do they meet ANSI design, testing and use standards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Does eye and face protection fit the individual?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Is a training program given to employees before using equipment to ensure proper use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Is there a safety shoe program (if required) in your department and does it meet the requirements and specification of the ANSI standard?

26. Are electrical protective devices provided where a hazard exists?

General Environmental Controls TOSHA Subpart J - 1910.141 to .150

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Are waste containers clean? Do they have a tight fitting cover?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Is there evidence of rodents, insects, or vermin in the area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Are toilet facilities accessible and do they contain an adequate number of toilets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Is a lunch room provided?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Is the lunch room(s) adequate in size?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Are waste disposal container provided in the lunch room areas?

Medical and First-Aid TOSHA Subpart K - 1910.151 to .153

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33. Is first-aid attention readily available in the workplace?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34. Is the first-aid kit replenished regularly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35. Do you have a working relationship with medical personnel regarding work location health?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36. Are eye washes and emergency showers available in areas where employees work with corrosive materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37. Have staff members been trained in first aid/CPR?

Materials Handling and Storage OSHA Subpart N - 1910.176 TO .190

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38. Are aisles and passageways in good repair, kept clear and marked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39. Are materials securely stacked when stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40. Is good housekeeping maintained in storage areas?

Electrical TOSHA Subpart S - 1910.301 to .308

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41. Is all electrical equipment installed in a neat and workmanlike manner?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42. Are splice, joint, or exposed ends of conductors provided with an insulation equivalent to that of the conductor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	43. Is sufficient access and working space provided and maintained about exposed live parts of electrical equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44. Is working space in front of or between switchboards of control centers maintained free of storage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45. Are exposed live parts of electrical equipment guarded against accident contact by approved cabinets or enclosures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46. Are all 110 volt receptacles of the grounding type?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47. Are over current devices (fuses) located where they will not be near easily ignitable material?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48. Are cord- and plug-connected tools and equipment grounded?

- 49. Are flexible cords and cables never used as a substitute for fixed wiring?
- 50. Are high voltage areas marked to denote their hazards?
- 51. Is all electrical wiring properly insulated?
- 52. Is no employee permitted to work so close to any part of an electrical power circuit that he/she may contact it in the course of his/her work, unless the employee is protected against electrical shock by de-energizing the circuit and grounding it or by guarding it by effective insulation or other means?
- 53. Are three-wire type extension cords used with portable electrical tools and appliances? Are the exposed, non-current carrying metal parts of fixed electrically related equipment grounded?
- 54. Is use of electrical power and lighting installations used for Christmas decorative lighting, carnivals, experimental or developmental work and similar purposes prohibited from exceeding 90 days?
- 55. Are all boxes securely and rigidly fastened to the surface upon which they are mounted, or securely and rigidly embedded in concrete or masonry?
- 56. Are locks and tags placed on de-energized equipment and circuits?
- 57. Are classrooms free of additional appliances, (refrigerators, microwave ovens, convection ovens, hot plates, etc.), that might cause circuit overloads or fires?

Electrical Systems – Identification of Disconnecting Means and Circuits

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 58. Is each disconnecting means for motors and appliances legibly marked to indicate its purpose, unless located and arranged so the purpose is evident?
29 CFR 1910.303(f)(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 59. Is each service, feeder, and branch circuit at its disconnecting means or overcurrent device legibly marked to indicate its purpose, unless located and arranged so the purpose is evident?
Note: Circuit breaker panels should be marked to clearly indicate the purpose of each circuit breaker.
29 CFR 1910.303(f)(2) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 60. Are required disconnecting means capable of being locked in the open position?
29 CFR 1910.303(f)(4) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 61. Are series combination ratings marked appropriately?
29 CFR 1910.303(f)(5) |

Toxic & Hazardous Substances - A. Hazard Comm. TN Right to Know 1910.1200

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 62. Is the State of TN Hazardous Chemical Right-To-Know Notice posted at all employee assembly/sign-in locations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 63. Are chemicals which have been transferred from primary to secondary containers properly labeled with the approved label? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 64. Have all employees received the required Basics and Specifics Training Sessions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 65. Are all employees receiving an "Annual Refresher/Review Training Session"? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 66. Are safety data sheets (SDS) and the Written Hazard Communication Program readily available to employees during each work shift? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 67. Are air contaminant levels maintained below the applicable Permissible Exposure Limit (PEL)? |

Toxic & Hazardous Substances - B. Asbestos 1910.1101

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 68. Is the written Asbestos Management Plan readily available for employees and patron review? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 69. Is all asbestos in maintenance areas (boiler rooms, custodial closets, etc.) properly labeled with the required "CAUTION" label? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 70. Is there evidence of friable asbestos which could pose a health hazard in excess of the PEL to employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 71. Have you established engineering controls and work practices to bring employee exposure into compliance? |

Toxic & Hazardous Substances - C. Occup. Exposure to Lab Chemicals 1910.1450

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 72. Is the approved Collierville Schools, (CS), Chemical Hygiene Plan located in each Science Lab, and is it readily available to employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 73. Is the CS Safety Rules Notice posted in each Science Lab? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 74. Are SDS readily available in each Science laboratory? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 75. Have you ascertained that employees' exposure to laboratory chemicals do not exceed the PEL's listed in the "Z" tables? |

Toxic & Hazardous Substances - D. Bloodborne Pathogens 1910.1030

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 76. Is a copy of the CS Bloodborne Pathogens Exposure Control Plan readily available to employees for review? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 77. Are bloodborne pathogens clean-up and disposal (biological) procedures and other universal precautions operational and on-going? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 78. Have all at risk" employees with reasonable anticipated exposure to blood been offered the HBV series of three vaccinations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 79. Are appropriate personal protective equipment and supplies provided to employees and do you ensure that it is used? |

General Safety & Health Provisions - A. Admin. Requirements TOSHA Subpart A - C - 1910.1 to .7

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 80. Are employee medical records, employee exposure records, safety data sheets/workplace chemical lists etc. records current and being maintained for at least thirty (30) years? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 81. Is the TOSHA Public Employee and/or Collierville Schools Public Employee Notice posted permanently in employee assembly/sign - in locations in the workplace? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 82. Is there a safety committee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 83. Does the committee conduct monthly safety meetings and inspections? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 84. Are Hazardous Chemical Right-To-Know Training records and Bloodborne Pathogens Training Records kept on file for review by the Collierville School Auditors on an annual basis? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 85. Is there a school emergency/disaster and instant preparedness plan on file to address disasters, i.e. bomb threats, tornatoes, earthquake, etc.? |

Gen. Safety & Health Provisions - B. Gen. Provisions (Gen. Duty Clause - OSHA Act of 1970, Sec. 5A.1)

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	86. Is adequate lighting (illumination) being provided in all work areas? (Rule of thumb - 20 to 30 footcandles for services and 50 to 60 footcandles for tasks)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	87. Is the workplace regularly checked for unsafe conditions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	88. Are employees and supervisors observed for unsafe practices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	89. Is training conducted when required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90. Is the perimeter of the building regularly checked for adequate lighting?

General Safety & Health Provisions - C. Playground Equipment (Elem Sch Only)

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	91. Are playground enclosures (fences etc.) adequate to ensure the safety of the children?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	92. Are there visual barriers to prevent proper supervision of children?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	93. Is there adequate distance (spacing) between and around play structures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	94. Is a resilient fall surface being maintained under and around all play structures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95. Are slides safe?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	96. Are swing units safe?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	97. Are climbing units safe?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	98. Are platform units safe?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	99. Are the grounds safe and free of health hazards?

Fire Prevention & Protection TOSHA Subpart L - 1910.155 to .165

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100. Are the portable extinguishers maintained in a fully charged and operable condition; and kept in designated places when not in use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	101. If anything prevents seeing the extinguishers, are there signs or arrows pointing to their location?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	102. Are they rated not less than 2-A for ordinary hazard occupancy of 3,000 square feet area? (Table L-122244)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	103. Are the extinguishers the proper type for the involved hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	104. Are CO or Dry Chemical extinguishers a type that will not reduce the oxygen content of a tightly closed, small room for the normal 21% to below the 15% necessary to maintaining life?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	105. Are the extinguishers large enough to cope with the fire until the firemen arrive?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	106. Are the tops of the extinguishers not over five feet from the floor, as required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	107. If they weight over 40 pounds, are the tops not over 3 ½ feet from the floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	108. Are extinguishers installed on hangers, brackets, mounted in cabinets, or set on shelves?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	109. When extinguishers are removed, are they replaced by a spare?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	110. Are extinguishers inspected monthly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	111. Are extinguishers recharged yearly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	112. Are extinguishers hydrostatically tested every 5th year?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	113. Are Dry Chemical and CO types tested every 5th year?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	114. If there is an automatic sprinkler system, was it installed to meet the requirements of NFPA standard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	115. Does the system have an automatic water supply of adequate pressure, capacity and reliability?

116. Is there a connection through which a fire department can pump water into the system (usually referred to as a "Siamese")?
117. For Type I storage (ex.: paper) is there a clearance of 36" between the head and the materials?
118. For Types II and III storage is there a clearance of 18" between the head and the materials?

Walking & Working Surfaces TOSHA Subpart D - 1910.12 to .32

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 119. Are floors clean and dry? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 120. Do aisles have adequate clearances, with all obstructions removed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 121. Is stock securely stacked and stored with none under stairways? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 122. Are supplies stored in the boiler or furnace room? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 123. Is adequate lighting provided for all work areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 124. Are all hatchways and chute openings guarded? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 125. Are floor holes guarded? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 126. Are waste materials placed in metal containers with secure lids, and disposed of regularly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 127. Are all fixed stairways a minimum of 22 inches wide? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 128. Are all fixed stairways installed at an angle between 20 and 50 degrees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 129. Are all fixed stairways provided with a stair railing on all open sides, or on the right side on closed stairways? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 130. Are all fixed stairways with a width in excess of 88 inches provided with a center handrail? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 131. Is seven feet vertical clearance maintained above any stair tread? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 132. Are classrooms and storage rooms kept free of clutter that might cause injury or indoor air quality problem? |

Indoor air quality: Housekeeping

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 133. Is the space surrounding the HVAC system clean and dry? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 134. Is HVAC equipment free of leaks of oil, water, refrigerants or signs of other inadequate maintenance? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 135. Are reservoirs, drain pans, and other parts of the HVAC system containing standing water free of any visible microbial growth? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 136. Are cooling towers free of any visible microbial growth? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 137. Are mechanical rooms free of clutter, trash, and stored chemicals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 138. Are windows, doors, vents, stacks, and other portals used for natural ventilation operating properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 139. Are ceilings free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 140. Are areas around windows free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 141. Are walls free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 142. Are floors free of any visible leaks, mold, stains, or discoloration which could indicate moisture damage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 143. Are walls and floors free of cracks or holes which could permit the entry of soil gases and wet earth smells? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 144. Is the building free of uneven temperatures? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 145. Is the building free of persistent odors (e.g., tobacco smoke)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 146. Is the building free of drafts? |

147. Is the building free of sensations of stuffiness?
148. Is the building free of other signs of occupant discomfort (e.g., employees wearing heavier or lighter clothing than normal or appropriate)?
149. Are hazardous substances used and stored so that vapors do not escape into the air?
150. Is trash stored in a location that will not affect the HVAC system?
151. Are pesticides applied in locations which do not affect the HVAC system?

Indoor air quality: Maintenance

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 152. Is routine, preventive maintenance conducted on the HVAC system? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 153. Does preventive maintenance on the HVAC system include confirming that all equipments and parts are in operating order? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 154. Does preventive maintenance on the HVAC system include checking and/or changing air filters? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 155. Does preventive maintenance on the HVAC system include checking and/or changing belts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 156. Does preventive maintenance on the HVAC system include lubricating equipment parts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 157. Does preventive maintenance on the HVAC system include checking the motors? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 158. Is routine, preventive maintenance conducted on cooling towers? |

Indoor air quality: Operations

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 159. Are HVAC system operating cycles scheduled according to whether they are occupied/unoccupied? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 160. Are loading dock vehicles located to prevent exhaust fumes from entering the HVAC intake duct? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 161. Are odors, dusts, and emissions from painting, roof repair, and other contaminant-producing activities isolated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 162. Are appropriate measures of temperature, humidity, and airflow routinely recorded? |

Indoor air quality: Renovations and remodeling

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 163. Have ventilation or other protective devices been used to safeguard employees from dust, small particles, and toxic gases? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 164. Are renovation areas in occupied buildings isolated so that dust and debris is confined to the renovation or construction area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 165. Have precautions been implemented in case lead-based paint is disturbed during renovation or new construction? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 166. Have product labels of new materials (e.g., paints, adhesives, sealants, solvents, insulation, particle board, plywood, floor coverings, carpet backing, textiles) been reviewed to determine if they will emit volatile organic compounds during installation or use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 167. Have employees been notified at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area? |

Indoor air quality: Temperature and humidity

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 168. During winter months, is an optimal temperature between 68°F to 75°F maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 169. During summer months, is an optimal temperature between 73°F and 79°F maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 170. Are humidity levels maintained between 30% to 60% relative humidity? |

Indoor air quality: Ventilation

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 171. Are furniture, boxes, or other materials stored in such a way to prevent insufficient ventilation? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 172. Are air filters clean? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 173. Are vents, exhausts, and air intakes located away from sources of potential air contamination (e.g., plumbing vents, exhaust outlets, dumpsters, loading docks where vehicles idle) properly? |