

BP 3517 Facilities Inspection

The Board of Education recognizes that the condition of school facilities may have an impact on safety, student achievement, and employee morale and desires to provide school facilities that are safe, clean, and functional, as defined in Education Code [17002](#).

(cf. [0510](#) - School Accountability Report Card)
(cf. [1312.4](#) - Williams Uniform Complaint Procedures)
(cf. [3111](#) - Deferred Maintenance Funds)
(cf. [3514](#) - Environmental Safety)

The Superintendent or designee shall develop a facilities inspection and maintenance program to ensure that school facilities are maintained in good repair in accordance with law. At a minimum, the program shall analyze those facility conditions specified on the facilities inspection tool developed by the Office of Public School Construction, including the following:

1. Gas Leaks: Gas systems and pipes appear safe, functional, and free of leaks.
2. Mechanical Systems: Heating, ventilation, and air conditioning systems as applicable are functional and unobstructed.
3. Windows/Doors/Gates/Fences (interior and exterior): Conditions that pose a safety and/or security risk are not evident.
4. Interior Surfaces (floors, ceilings, walls, and window casings): Interior surfaces appear to be clean, safe, and functional.
5. Hazardous Materials (interior and exterior): There does not appear to be evidence of hazardous materials that may pose a threat to students or staff.
6. Structural Damage: There does not appear to be structural damage that could create hazardous or uninhabitable conditions.
7. Fire Safety and Emergency Equipment: Fire sprinklers, fire extinguishers, emergency alarm systems, and all emergency equipment and systems appear to be functioning properly. Fire alarm pull stations are clearly visible. Fire extinguishers are current and place in all required areas, including every classroom and assembly area. Emergency exits are clearly marked and unobstructed.
8. Electrical Systems: Electrical systems, components, and equipment, including switches, junction boxes, panels, wiring, outlets, and light fixtures, are securely enclosed, properly covered and guarded from student access, and appear to be working properly.

9. Lighting: Interior and exterior lighting appears to be adequate and working properly. Lights do not flicker, dim, or malfunction; there is no unusual hum or noise from light fixtures.
10. Pest/Vermin Infestation: Pest or vermin infestation is not evident.
11. Drinking Fountains (inside and outside): Drinking fountains appear to be accessible and functioning as intended.
12. Restrooms: Restrooms appear to be accessible during school hours, are clean, functional, and in compliance with Education Code [35292.5](#) (operational and supplied).
13. Sewers: Sewer line is functioning properly, free of odors and stoppage.
14. Roofs (observed from the ground, inside/outside the building): Roof system appears to be functioning properly.
15. Playground/School Grounds: The playground equipment and school grounds appear to be clean, safe, and functional.
16. Overall Cleanliness: School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly and are free of accumulated refuse and unabated graffiti. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.

The Superintendent or designee shall ensure that any necessary repairs identified during the inspection are made in a timely and expeditious manner.

Legal Reference:

EDUCATION CODE

[1240](#) County superintendent of schools, duties

[17002](#) Definitions

[17070.10-17077.10](#) Leroy F. Greene School Facilities Act of 1998

[17565-17591](#) Property maintenance and control, especially:

17584 Deferred maintenance

[17592.72](#) Urgent or emergency repairs, School Facility Emergency Repair Account

[33126](#) School accountability report card

[35186](#) Williams uniform complaint procedure

CODE OF REGULATIONS, TITLE 2

1859.300-1859.330 Emergency Repair Program

Management Resources:

CSBA PUBLICATIONS

Williams Settlement and the Emergency Repair Program, Policy Brief, January 2008

COALITION OF ADEQUATE SCHOOL HOUSING PUBLICATIONS
Facility Inspection Tool Guidebook, February 2008

WEB SITES

CSBA: <http://www.csba.org>

California County Superintendents Educational Services Association: <http://www.ccsesa.org>

California Department of Education, Williams Case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

Coalition of Adequate School Housing: <http://www.cashnet.org>

State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy OCEANSIDE UNIFIED SCHOOL DISTRICT