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October 18, 2013

Ray Pyle
Chief of Facilities Planner
CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court Street
Martinez, CA 94553

RE: SWACC PROPERTY & LIABILITY INSPECTION

Dear: Mr. Pyle,

Enclosed is the report for the Property & Liability Inspection conducted during the month of September 2013. The inspection was conducted on behalf of SWACC

Keenan & Associates would like to thank your staff for their assistance, cooperation, and support to the consultant in completing the site inspections. It has been a pleasure to be of service to your District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. If you have any questions concerning the report, kindly contact me.

Sincerely,

Lawrence J. Moglia

Loss Control Consultant
Loss Control/Risk Management

LJM/dc

Cc: Jennifer Lampley, Keenan & Associates, San Jose
Rick McHale, Keenan & Associates, Oakland

PROPERTY & LIABILITY INSPECTION



September 2013

Prepared For

CONTRA COSTA COMMUNITY COLLEGE DISTRICT



Prepared By

Lawrence J. Moglia
LOSS CONTROL CONSULTANT

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INTRODUCTION

During September, 2013 Keenan & Associates conducted a Property & Liability Inspection for the Contra Costa Community College District. The purpose of the inspection is to assist the District in their Property & Liability Loss Prevention Program. The inspection was conducted by Lawrence J. Moglia.

ACKNOWLEDGMENTS

Keenan & Associates would like to thank Ms. Kathleen Costa, Mr. Guy Grace, Bruce King, and Russ Holt there assistance, cooperation, and support to the consultant in completing the site inspections.

LIMITATIONS

A sincere effort was made to conduct a thorough inspection of the schools, 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 regulation.

The goal of our inspection was to (i) promote safety awareness, (ii) assist in 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.

SCOPE OF SERVICES

The sole purpose of the inspection is to reduce the frequency and severity of property and liability losses at the District by identifying those hazards that could result in those types of losses and by providing recommendations to the District on ways to correct the hazards.

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

Asbestos Operations and Maintenance

Self-Inspection Program

In addition, a physical inspection of the following areas was conducted:

- Playground equipment
- Athletic equipment, facilities housing playground, and athletic equipment including: Bleachers
Stadiums
Athletic fields
Swimming/Diving pools
Weight rooms
Gymnasiums
Basketball nets/backboards
Hard court areas
Ball walls
Locker rooms
- Industrial arts, science, home economics classrooms, and equipment including:
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
- A representative sampling of general classrooms
- Grounds and common areas including:
 - Sidewalks
 - Walkways
 - Parking lots
 - Turf
 - Multipurpose rooms
 - Cafeterias
 - Theaters
- Maintenance/grounds and transportation facilities
- Electrical and mechanical rooms
- Boiler rooms
- Identify adjacent properties that may pose a hazard

SITES INSPECTED

The following list of sites inspected was provided to the Loss Control Consultant by Ray Plye.

- BRENTWOOD CENTER
- CONTRA COSTA COLLEGE
- DIABLO VALLEY COLLEGE
- DISTRICT ADMINISTRATION
- LOS MEDANOS COLLEGE
- SAN RAMON VALLEY CENTER

SUMMARY

The Contra Costa Community College District is one of the largest multi-college community college Districts in California. It serves a population of 1,019,640 people, and its boundaries encompass all but 48 of the 734-square-mile land area of Contra Costa County. The District was founded by a public vote in December 1948 and first opened its doors in 1949. The District consists of Contra Costa College, Diablo Valley College, Los Medanos College, San Ramon Campus, and the Brentwood Center, serves almost 62,000 students. The District office is located in downtown Martinez.

Contra Costa College was the first of the three colleges in the District to be established. Originally named Contra Costa Junior College, West Campus, it began in 1949 at the old Kaiser Shipyards in Point Richmond. The first classes started February 14, 1950, with a beginning enrollment of 500 students. In 1956, the college moved to its present location, an 83-acre site in the rolling hills overlooking San Pablo Bay. The DVC's two campuses are located in Pleasant Hill, and the newer San Ramon Campus serves the south county in Dougherty Valley. Between its two campuses, DVC serves more than 22,000 students each semester with a wide variety of program options. Los Medanos College, located in Pittsburgh on a 120-acre site near the boundary between Pittsburg and Antioch, opened its doors for the first time in the spring of 1974. Los Medanos College expanded its presence and services to the far East Contra Costa County by establishing the Brentwood Center in partnership with the City of Brentwood.

The District is anticipating construction activity in the following areas. CCC C-526 Gym Annex Elevator, C-524 Repairs to Parking Lot 16 TBD, C-617 New College Center, C-633 Seismic Repairs to Various Buildings, DVC D-634 Baseball and Softball Field Repairs and LMC L-10 Brentwood Science Classroom Renovation.

LOSS EXPERIENCE REVIEW

Property Claims;

2012: Theft non-computer \$9,022.00. Vandalism \$10,000.00, unknown(s) stole copper lines & vandalized district property. Accidental fire \$235,000.00, electrical short in ceiling fan.

2013: Vandalism \$10,000.00, theft & vandalism of district property. Theft non-computer \$16,000, theft of district property by unknown(s). Non-weather (water) \$370,000.00, sub contractor caused water damage to district property.

Liability Claims;

2012: Fall-Slip \$11,500.00, claimant had slip & fall on campus. Miscellaneous \$125,000, claimant allege ADA violations. Wrongful termination \$167,000.00, claimant allege wrongful termination. Illness \$172,000.00, claimant became ill while running around the track.

2013: Hit parked car \$5,022.89, claimant's vehicle hit by district vehicle that rolled backwards. Premises/dangerous conditions \$40,000.00, claimant tripped on an uneven surface and hit her head on a metal table. Wrongful Termination \$100,000.00, claimant allege he was wrongfully terminated, defamed & discriminated against. Injunctive/Dec Relief \$100,000.00, claimant seeks quiet title to property used by district.

PROGRAM REVIEW

SECURITY

Survey Findings:

The District has their own sworn Police force/security staff that patrols the buildings and grounds. There are Police officers patrolling the campus in marked police vehicles enforcing laws of the State of California. Police and public safety services include crime prevention, lost and found property control, emergency/disaster management, crime and accident investigation, parking control, and security escort services. The District has a mutual agreement with local law enforcement agencies.

Corrective Action:

None at this time.

EMERGENCY PREPAREDNESS

Survey Findings:

The District has developed and implemented an Emergency Response & Preparedness Program associated with chemical exposures, emergency evacuations, earthquake, etc. The overall purpose of the plan is to be prepared for the unexpected. During the inspection, it was noted that many classrooms and corridors had an evacuation map post. Each campus has participated in emergency response drills and the ability to operate secondary off-site commanded sites.

Corrective Action None at this time **FIRE**

PROTECTION

Survey Findings:

All District buildings are protected by electronically monitored fire alarms, test signals are sent daily to the fire control panels to ensure two-way digital communications. Fire Extinguishers were found to be serviced annually throughout the District by an outside Vendor.

Corrective Action

All fire extinguishers should be inspected on a monthly basis and noted on the service tag.

PLAYGROUND SAFETY

Survey Findings:

All visitors and parents are required to sign-in upon entering the Center. A staff member escorts visitors throughout the Center. Infants, toddlers, and pre-school age children are segregated into their respective communal areas and playgrounds are fenced. Playgrounds have been certified by a Certified Playground Safety Inspector.

Corrective Action:

Several items of concern in the playground areas were noted during the inspection. Please refer to recommendations section of this report for further details.

PEST MANAGEMENT

Survey Findings:

The District has an Integrated Pesticide Management Program (IPMP) in effect. Their method is to use biological controls or natural substances for controlling pests, plant diseases, and weeds on the campuses. Several of the campuses are located in ecological sensitive areas and the District has demonstrated their commitment to protecting the habitat.

Corrective Action: None at this time

CHEMICAL SAFETY

Survey Findings:

Appropriate precautions for chemical storage and handling were noted to be well controlled with regards to gas, oil, fertilizers, etc. in maintenance areas. Chemical storage and handling were also noted to be properly controlled in chemical storage rooms, and science labs within the District. A hazardous materials inventory was in progress at the time of this inspection and was conducted by Keenan & Associates

Corrective Action:

Several eyewash and deluge stations viewed were not tested and documented as required, also “main” gas shut off-valves in each experimental classrooms (where applicable) should be clearly labeled.

FORKLIFT/UTILITY CART PROCEDURES

Survey Findings:

The District currently has a formal key control and training program for employees operating utility carts. A formal training program is in place for Forklift operators within the Facilities Department.

Corrective Action:

None at this

ASBESTOS OPERATIONS AND MAINTENANCE

Survey Findings:

District has not requested training at this time.

Corrective Action:

Upon request Keenan and Associates will be able to conduct this training

SELF-INSPECTION PROGRAM

Currently the District does not have a formal self-inspection program, the use of Work Orders are utilized to report hazardous conditions.

Corrective Action:

The District should implement a self inspection program as outlined in their Injury Illness Prevention Program (IIPP), as required.

LOS MEDANOS COMMUNITY COLLEGE

IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

LOCATION - BOOKSTORE (F)

CATEGORY: Extension Cord- Permanent Use

Soda Machine; Extension cords are not designed for permanent use. The extension cord should be replaced with permanent wiring in accordance with the National Electric Code.



LOCATION - CAFETERIA (F)

PRIORITY: HIGH

CATEGORY: Automatic Fire Extinguisher System- Inspections

Grill Hood. Automatic fire extinguisher systems should be serviced bi-annually and visually inspected monthly. The service tag attached to the system should be updated to record the most recent inspection.



LOCATION - VOCATIONAL TECHNOLOGY (CERAMICS)

PRIORITY: HIGH

CATEGORY: Oxygen - Acetylene Cylinders- Storage

Compressed gas cylinders should always be secured in the upright position with a strong securing device such as a chain, strap or clamp.



PRIORITY: HIGH

CATEGORY: Electrical Panel - Obstructed

Panel LC. A minimum 36" clearance zone should be maintained around the electrical panel at all times.



LOCATION - ETEC LAB (EL)

PRIORITY: HIGH

CATEGORY: Exits - Evacuation Routes- Obstructions

Theater: Exits and emergency evacuation routes should be kept clear of obstructions at all times in order to ensure safe egress. Exit and emergency evacuation routes shall be no less than 30" wide at any point, adjacent to room 323 and 624.



PRIORITY: HIGH

CATEGORY: Table Saw- Missing Guard

Prop shop. Protective blade guards on table saws reduce the possibility of serious injury. Table saws that are missing protective guards should be taken out of service immediately. Missing protective guards should be replaced before the saw is placed back into service.



LOCATION - STUDENT LIFE (GA)

PRIORITY: HIGH

CATEGORY: Compressed Gas Cylinders

Room CA-3. Compressed gas cylinders should always be secured in the upright position with a such as a chain, strap or chained.

strong securing device



LOCATION - CHILD STUDY CENTER (CS)

PRIORITY: HIGH

CATEGORY: Climbing Equipment

Gaps between platforms or runners present an entanglement hazard and should be eliminated. Refer to manufacturer's owners manual.



LOCATION - SCIENCE (SC)

PRIORITY: HIGH

CATEGORY: Housekeeping

Room 233-237. Housekeeping should be improved in this area. Aisles and passageways should be kept clear at all times.



PRIORITY: HIGH

CATEGORY: Hazardous Waste

Waste chemicals should not be stored in classroom/ unsecured area. Chemicals should only be stored in designated chemical storage room or areas.



PRIORITY: HIGH

CATEGORY: Eyewash Stations -Deluge Shower- Inspections

Emergency eyewash stations and deluge showers should be inspected monthly to ensure they are in good working order. Inspections should be recorded on the attached inspection tag. Emergency eyewash stations and deluge showers that do not function properly should be repaired or replaced.



PRIORITY: HIGH

CATEGORY: Refrigerators- Signage

Signage should be posted on refrigerators identifying the type of use. Food for consumption should never be stored in refrigerators designated for chemical or biology specimen storage. Likewise, chemicals or biology specimens should never be stored in refrigerators designated for food storage.



MEDIUM/NONE PRIORITY RECOMMENDATIONS

LOCATION - MAIN BUILDING (CC)

PRIORITY: NONE

At the time of the inspection no unusual hazards were observed at the following locations; rooms 115,119,120, 125, 130, 211, 212, 214, 217, 220, 221, 22, 224,225, 230, 232, 235, 239, 253, 254, 255, 256, 257 281, 2201, 2102, 2103, 2104 , 3301, 300, 303, 305, 334, 346, 336, 338, 358, 361, 367, 371 and lunch room, disability student center, quid area.

PRIORITY: MEDIUM

CATEGORY: Elevators - Wheelchair Lifts- Permit Required

Elevators and wheelchair lifts should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator cart or near the wheelchair lift.

PRIORITY: MEDIUM

CATEGORY: Missing - Damaged Cover Plates

Fire Panel Terminal Cabinet B. The missing or damaged outlet, switch, or junction box cover should be replaced to reduce the possibility of electrocution.

PRIORITY: MEDIUM

CATEGORY: Missing -Damaged Cover Plates

Room 2202. Fire Alarm Terminal Cabinet B; Open electrical panel Fire Alarm The missing or damaged outlet, switch, or junction box cover should be replaced to reduce the possibility of electrocution.

PRIORITY MEDIUM

CATEGORY: Housekeeping

Room 289. Housekeeping should be improved in this area. Aisles and passageways should be kept clear at all times.

LOCATION - BOOKSTORE (F)

PRIORITY: MEDIUM

CATEGORY: Overhead Storage- Unsecured

Main Storage Area. Heavy items stored on top of cabinets or overhead shelves present an elevated risk of struck by injuries. They can also block emergency egress if they fall to the floor. Heavy items should be stored at a lower level to reduce this hazard. Other items stored overhead should be secured in a manner that prevents them from falling.

LOCATION - CAFETERIA (F)

PRIORITY: MEDIUM

CATEGORY: Extension Cord- Permanent Use

Soda Machine; Extension cords are not designed for permanent use. The extension cord should be replaced with permanent wiring in accordance with the National Electric Code.

PRIORITY: MEDIUM

CATEGORY: Extension Cord- Permanent Use

Serving counter Hot Plate/Grill Extension cords on the floor create a trip hazard in this area. The extension cords should be removed to reduce this hazard.

PRIORITY: MEDIUM

CATEGORY: Missing Or Damaged Cover Plates

Electrical Panel LK. Open electrical panel Fire Alarm The missing or damaged outlet, switch, or junction box cover should be replaced to reduce the possibility of electrocution.

LOCATION - VOCATIONAL TECHNOLOGY (WELDING)

PRIORITY: MEDIUM

CATEGORY: Eyewash Stations and Deluge Shower- Inspections

Emergency eyewash stations and deluge showers should be inspected monthly to ensure they are in good working order. Inspections should be recorded on the attached inspection tag. Emergency eyewash stations and deluge showers that do not function properly should be repaired or replaced.

PRIORITY: MEDIUM

CATEGORY: Grinders- Inspections

Grinders should be inspected regularly to ensure that tongue guards are attached and adjusted properly, tool rests are attached and adjusted properly, safety shields are attached and adjusted properly and lights are functioning properly. If any equipment is broken or missing the grinder should be taken out of service until it can be repaired.

PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations; room 508 and parts/tool area.

LOCATION - VOCATIONAL TECHNOLOGY (AUTO SHOP)

PRIORITY: None

At the time of the inspection, no unusual hazards were observed

LOCATION - VOCATIONAL TECHNOLOGY (APPLIANCE REPAIR) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations; rooms 301, 307,309 314, 319 and 328.

LOCATION - VOCATIONAL TECHNOLOGY (PRINT SHOP)

PRIORITY: MEDIUM

CATEGORY: Housekeeping

Room 606. Housekeeping should be improved in this area. Aisles and passageways should be kept clear at all times.

LOCATION - VOCATIONAL TECHNOLOGY (CERAMICS)

PRIORITY: MEDIUM

CATEGORY: Overhead Storage- Unsecured

Main Storage Area. Heavy items stored on top of cabinets or overhead shelves present an elevated risk of struck by injuries. They can also block emergency egress if they fall to the floor. Heavy items should be stored at a lower level to reduce this hazard. Other items stored overhead should be secured in a manner that prevents them from falling.

LOCATION - VOCATIONAL TECHNOLOGY (NURSING) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations; rooms 336, 367,338, 339, 344, 346, 355, 358, 361, 370 and 371.

LOCATION - ETEC LAB (EL)

PRIORITY: MEDIUM

CATEGORY: Fire Extinguishers- Should Be Wall Mounted

Lobby. Portable fire extinguishers should be wall mounted in an easily accessible location. The distance between fire extinguishers should be no more than 75'.

PRIORITY: MEDIUM

CATEGORY Exits and Evacuation Routes- Obstructions

Adjacent to rooms CC3 and 322. Exits and emergency evacuation routes should be kept clear of obstructions at all times in order to ensure safe egress. Exit and emergency evacuation routes shall be no less than 30" wide at any point.

PRIORITY: MEDIUM

CATEGORY: Bench Top and Pedestal Equipment- Unsecured

Prop Shop – drill press. Bench top and pedestal mounted equipment such as grinders, miter saws and drill presses should be secured to the bench or the floor in a manner that prevents tipping.

LOCATION - MUSIC (MU) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations rooms 712, 714, 720, 760, piano and Bectial Halls.

LOCATION - ETEC PORTABLES (EL)

PRIORITY: MEDIUM

CATEGORY: Bookcases and Storage Cabinets- Not Secured

Unsecured bookcases and storage cabinets present an elevated risk of struck by injuries. They can also block emergency egress if they tip over. Bookcases and storage cabinets should be secured in a manner that prevents them from tipping over to reduce this hazard.

LOCATION - PS BUILDING PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations; room PS-2, 22 16, 17, 22 and 25.

LOCATION - STUDENT LIFE (GA) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations; room SL and 612.

LOCATION - CHILD STUDY CENTER (CS) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following locations; room 3, 4, 103, 104, 121 and lobby.

LOCATION - SCIENCE (S)

At the time of the inspection, no unusual hazards were observed at the follows; room 103, 109, 125, 126, 128, 130, 132, 133, 206, 208, 224, 225, 239 and lobby.

PRIORITY: MEDIUM

CATEGORY: Elevators and Wheelchair Lifts- Permit Required

Elevators and wheelchair lifts should be inspected yearly by authorized personnel. A copy of the current operating permit should be conspicuously displayed in the elevator cart or near the wheelchair lift.

PRIORITY: MEDIUM

CATEGORY: Extension Cords- Trip Hazard

Room 228. Extension cords on the floor create a trip hazard in this area. The extension cords should be removed to reduce this hazard.

PRIORITY: MEDIUM

CATEGORY: Overhead Storage- Unsecured

Room 230. Heavy items stored on top of cabinets or overhead shelves present an elevated risk of struck by injuries. They can also block emergency egress if they fall to the floor. Heavy items should be stored at a lower level to reduce this hazard.

PRIORITY: MEDIUM

CATEGORY: Portable Fire Extinguishers- Inspections

Room 241. Portable fire extinguishers should be serviced yearly and visually inspected monthly. Visual inspections should include the following elements; a) the extinguisher is present and correct mounting hardware is used b) the pressure gauge indicates a proper charge c) the nozzle is not obstructed and the hose is in good condition d) the safety pin is in place e) access to the extinguisher is not obstructed) the service tag is attached and updated.

PRIORITY: MEDIUM

CATEGORY: Fire Blankets/Spills Kits Required

General to Experimental Labs. Fire blankets and spill kits should be wall mounted and easily accessible in areas where open flame devices are used.

LOCATION - MATH (MA) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the following room 102, 106, 107, 115, 203, 206, 225 and lobby.

LOCATION - LIBRARY (L) PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed at the follows; 109, 125, 130, Medial Center, main hall and lobby.

PRIORITY: MEDIUM

CATEGORY: Missing Or Damaged Cover Plates

Café. The missing or damaged outlet, switch, or junction box cover should be replaced to reduce the possibility of electrocution.

PRIORITY: MEDIUM

CATEGORY: Electric Space Heaters

Administration room 216. Electric space heaters with exposed elements present an elevated risk of fire. Electric space heaters with exposed elements should be removed from this area. Electric liquid filled radiator heaters with a UL rating are a lower risk alternative to exposed element space heaters; however no portable heater should be left on when unattended.

LOCATION - Gymnasium/Pool Area PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed in the following locations; chlorine filter, boiler room, weight, dance studio areas and athletic fields.

LOCATION - PX Annex

PRIORITY: MEDIUM

CATEGORY: Dumpsters - Trash Containers- Store Away From buildings

Dumpsters and trash containers should not be stored within 5 feet of any structure or under eaves to reduce the risk of fire.

LOCATION - MAINTENANCE FACILITY PRIORITY: NONE

At the time of the inspection, no unusual hazards were observed in the following locations; room 139, 140, 142, chlorine, welding, grounds and chiller areas.

PRIORITY: MEDIUM

CATEGORY: Bench Top - Pedestal Equipment- Unsecured

Bench top and pedestal mounted equipment such as grinders, miter saws and drill presses should be secured to the bench or the floor in a manner that prevents tipping.

Program Effectiveness Summary – Contra Costa Community District

Findings

Program	District wide Effectiveness of Implementation	Recommendations
Security		No recommendation at this time.
Emergency Preparedness		No recommendation at this time.
Fire Prevention		No recommendation at this time.
Playground Safety		Several items of concern were noted during the inspection. Please refer to PLAYGROUND SAFETY recommendations in this report for further details
Chemical Safety		All eyewash and deluge stations viewed were not for the most part tested and documented as required, also “main” gas shut off-value in each experimentally classroom (were appealable) should be clearly labeled
Forklift/Utility Cart		No recommendation at this time.
Asbestos Operation & Maintenance		Upon request Keenan and Associates will be able to conduct asbestos awareness training.
Pest Management		No recommendation at this time.
Self Inspection		The district should implement an self inspection program as outlined in their Injury Illness Prevention Program (IIPP), as required.
IIPP		
Electrical Preventative Maintenance		

Effectiveness of Implementation covers the following areas: training, following best practices, and compliance with developed plans

Effective

In Progress

Absent/Ineffective