

**JOB CORPS ENVIRONMENTAL HEALTH PROGRAM
INSPECTION OF RESIDENTIAL AND EDUCATIONAL FACILITIES**

Center Name _____

Center Director _____

Center Address _____

Year/Quarter (for example, 2008/1 QTR) _____

Section I. All Residential and Educational Facilities

ITEM	WT.	COMMENTS
STRUCTURAL INTEGRITY		
Floors: clean, cleanable, in good repair	1	
Walls and ceilings: clean, paint in good condition, cleanable	1	
* Foundation structurally sound; no water leaks or flooding; walls and ceilings intact	3	
* Windows and doors not broken; open and close as designed	3	
GENERAL HEALTH AND SAFETY		
* No evidence of vermin	3	
Ventilation adequate, no odors or moisture	2	
Cleaning supplies, mops, brooms properly stored	1	
Carpets and floor coverings securely fastened	1	
Windows, sills, curtains, screens, shades: clean and in good repair	1	
Lighting adequate, fixtures clean	1	
Water fountains clean and working properly	2	
* First aid kits are stocked and conveniently located	3	
Material Safety Data Sheets (MSDS) are maintained and conveniently located	2	
FIRE AND ELECTRICAL SAFETY		
Fire extinguishers accessible, charged	2	
* Fire escapes accessible, marked, unlocked; periodic fire drills conducted	4	
* Evacuation route maps posted; no smoking signs posted; designated smoking areas marked	3	
* Flammable liquids, oily rags and waste properly stored; no fire hazards	4	
* Alarm system functioning properly; exit signs illuminated; smoke detectors working properly	4	
Emergency lighting functioning properly	2	
18" clearance maintained between sprinkler heads and stored items	2	
* Electrical installations adequate	4	
GFCIs functioning properly	2	
BATHROOMS (Common and Individual)		
* Toilets: adequate in number, in good repair, clean, toilet paper available	3	
* Showers and tubs: in good repair, hot and cold water, clean, mildew free	3	
* Sinks: clean, in good repair, hot and cold water, soap available	3	
Adequate ventilation, no odors or moisture	2	
Plumbing installations and drains adequate	2	
Rubbish containers: provided, adequate, clean, emptied daily	2	

Section I Score:

/ 66

Section II. Dormitories

DORMITORIES		
ITEM	WT.	COMMENTS
* Only approved electrical appliances are used in dorm rooms	3	
Lockers and clothing storage adequate, clean, and in good repair	2	
Soiled linen: properly stored and handled	2	
* Beds: clean, in good repair, free of vermin	4	
Blankets and linens clean and dust-free	2	
Mattress covers in use, clean	1	
Laundry room equipment functioning properly; clothes dryers vented and lint traps cleaned regularly	2	
Washers and dryers grounded; GFCIs functioning properly	2	

Section III. Educational, Training, and Administrative Facilities

EDUCATIONAL, TRAINING, AND ADMINISTRATIVE FACILITIES		
ITEM	WT.	COMMENTS
Classrooms clean and orderly	2	
Floors kept relatively clean and dry, no slip/ trip hazards present	2	
* Work areas are adequately ventilated for specific tasks performed	3	
* Protective equipment and clothing worn by students and staff, maintained, and stored properly	4	
* Power equipment in good repair, properly adjusted safety guards, electrical cords not damaged	4	
Welding and blow torches used in approved, restricted, well-ventilated area	3	
Safety rules posted in conspicuous location	2	
* Students are adequately supervised	4	
Emergency eyewash/showers inspected and flushed regularly; functioning properly	2	

Section IV. Wellness Center

WELLNESS CENTER		
ITEM	WT.	COMMENTS
Examining rooms private, separate from reception area, clean, adequate space	2	
Adequate storage space, medical supplies in locked closet or cabinet	2	
* Medications are labeled, kept in locked storage	3	
Communicable disease patients in isolation rooms equipped with bathrooms and showers	2	
Medical equipment properly inspected and maintained	2	
Warning signs and labels appropriately displayed	2	
* Hazardous materials, medical waste, and sharps properly labeled, stored, and disposed of	3	

Section II, III, IV Score: / 60

Section V. Recreational Facilities

SWIMMING POOL		
ITEM	WT.	COMMENTS
* Adequate chlorine residual	4	
Adequate pH	2	
* Bacteriological tests made monthly; no bacteriological violations	4	
Filtration equipment in good repair and cleaned routinely	1	
* Pool's sides clean, bottom of pool clearly visible	4	
Pool deck clean and in good repair	2	
* Adequate lifesaving apparatus available and accessible	4	
One person designated as in charge of pool maintenance	1	
Records kept on use of chemicals	2	
GYMNASIUM		
Lights adequately protected from breakage	3	
Courts free of obstructions on their surfaces, around edges, and overhead	2	
Court floors have a smooth finish and are free of splinters, warping, slippery substances	2	
Basketball goals and surrounding walls are adequately padded; goals are sufficiently supported	2	
Bleachers or other seating inspected as required; safe	3	
LOCKER ROOM/SHOWERS		
Shower rooms and locker rooms kept neat, clean, and free of slipping or tripping hazards	2	
Floor surfaces in and immediately outside shower rooms made of non-slip or abrasive material to permit good footing	1	
Floor drains not clogged, no standing water	1	
Adequate storage space; lockable	1	
Adequate ventilation and lighting	2	
WEIGHT ROOMS/FITNESS CENTERS		
Weight machines and fitness equipment in good repair; surfaces intact and cleanable	2	
Operating instructions and suggested warm-up exercises prominently displayed	2	
Weights and equipment properly stored when not in use	1	
Adequate spacing exists between machines and equipment	2	

Section V Score:

/ 50

Section VI. Child Care Facilities

CHILD CARE FACILITIES		
ITEM	WT.	COMMENTS
Gates, doors, and windows are protected, closed, or locked as necessary	2	
Electrical outlets accessible to children are protected with caps/covers	1	
Door and cabinet hardware in child activity spaces and children's bathrooms is operable from either side	1	
Exit door hardware in child activity spaces is located above the reach of children	1	
* Storage area containing cleaning products and other chemicals kept locked; such materials are not in rooms occupied by children. Flammable, caustic, poisonous materials are not stored on the premises	4	
Pest control operations are approved, inspected, and documented by the safety officer	1	
Furniture in crib rooms is arranged in a way that facilitates egress	1	
Crib rooms have at least one exterior exit with an inclined ramp for emergency evacuation of wheeled cribs; exit is maintained and clear of obstacles	2	
Outdoor play areas are maintained and free of hazards; playground equipment is in good repair	2	
Smoking is not permitted in outdoor play areas	1	
Daily inspections of child care facilities and outdoor play areas are conducted and documented	1	
Daily attendance records are maintained by child care staff and kept readily available for conducting "head counts" of evacuees outside the building in the event of a fire or other emergency	2	
* First aid kits are fully stocked and conveniently located but stored out of reach of children	3	
Emergency instructions and telephone numbers of medical, ambulance, fire, and police services are conspicuously placed near all facility telephones	2	

Section VI Score: / 24

Total Score⁺: / 200

The items circled above are violations found on this date and must be corrected by next inspection or earlier.

*Critical items requiring immediate corrective action by Center Director

+A score less than 200 requires follow-up correspondence from the Center Director to the National Office of Job Corps and Regional Office with this inspection report detailing necessary corrective action and proposed schedule for completion.

Inspection Date: _____ Inspected By: _____

Agency or Company: _____

I, the Center Director or designee, have received a copy of this report and understand its contents.

 SIGNED TITLE

FORWARD SCANNED FORM AND CORRECTIVE ACTION WITHIN 7 DAYS OF INSPECTION TO:

U.S. Department of Labor/Office of Job Corps
 E-mail: safety@jobcorps.org

OJC 6-37
 June 2008

INSPECTION OF RESIDENTIAL AND EDUCATIONAL FACILITIES

1. **Purpose.** The purpose of this form is to provide Job Corps with a quarterly record of the performance and formal health evaluation of Job Corps centers' residential, training, educational, recreational, and child care facilities.
2. **Originator.** This form is completed by an appropriate representative of an authorized public health agency or another qualified environmental health specialist, other than center-related personnel, selected by the Center Director.
3. **Frequency.** Quarterly by December 31, March 31, June 30, and September 30, and any additional time that conditions may warrant.
4. **Distribution.** This form may or may not be a multi-copy form. The original copy is retained by the center for action purposes. The original should be scanned and forwarded via e-mail to (1) the National Office of Job Corps, (2) the Regional Office of Job Corps, (3) agency or contractor operator office, and (4) the contracted inspector, if requested.
5. **General Instructions.** This form consists of five pages—a four-page inspection form and one page of instructions. Each item of the inspection form applicable to the center or building should be completed by the authorized person performing the inspection.
6. **Detailed Instructions.**
 - a. Depending on the size of the center and the scope of the inspection, there may be a need to use separate forms for each building. If possible, use only one form for all center residential and educational facilities, using the space for comments to document specific details.
 - b. Indicate deficiencies by marking the WT. column (circle, "x" out, etc., the numerical weight) and providing an explanation in the comments column.
 - c. Section I. All Residential and Educational Facilities. This section must be completed for all centers and/or buildings.
 - d. Sections II through VI. Complete sections and items applicable to the center and/or building. Sections that are not applicable to the center or building should be marked "N/A" and the weight (WT.) changed to "N/A." Not applicable sections and/or items will not be factored into the final score.
 - e. The full weighted value of an item found to be deficient will be subtracted from the total score. An explanation of exactly what was wrong should be provided by the inspector. If comments do not fit in the space provided, additional sheets may be attached to the form.
7. **Disposition.** Each recipient of this form is to maintain it on file for a period of 3 years, and then destroy