

November 9, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-20
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Job Corps Center Network Equipment Room Safety Regulations

1. Purpose. To ensure that all Job Corps centers maintain network closets and equipment rooms in a manner that is safe and secure, and to ensure that technicians can conduct their work with ease.

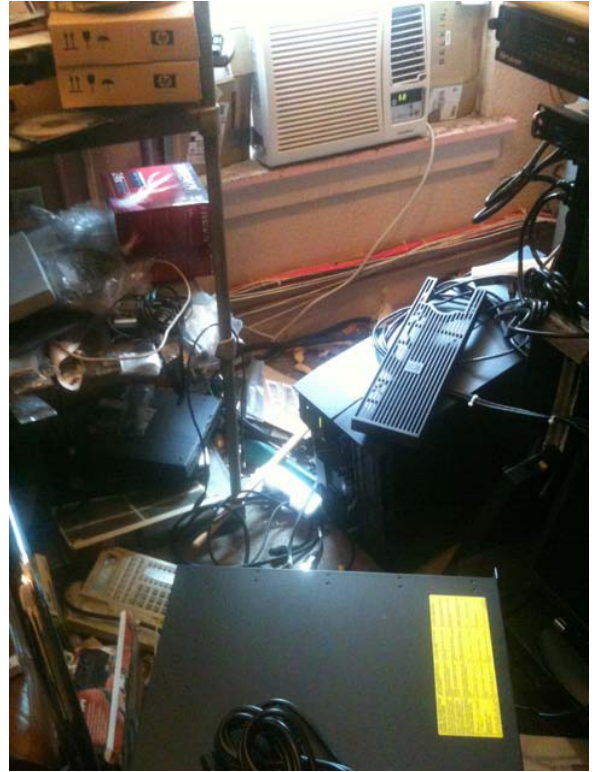
2. Background. In light of recent reports from technicians working to upgrade switches at Job Corps centers that some closets and the areas surrounding them are not being properly maintained, Job Corps has identified the need to reiterate that server rooms must comply with the following safety regulations (Title 29 Part 1910 and 1960, Code of Federal Regulations):

- a. Work areas and closets are kept clean, orderly, and sanitary (1910.141, 1960.8, & 1910.6).
- b. Storage areas are maintained in a clean and orderly fashion (1910.22).
- c. Boxes, books, papers are not stored on top of cabinets, window sills, etc., and heavy items are placed on lower shelves (1910.22, & 1960.8).
- d. Walkways are kept clear (egress at least 28" wide) of waste, furniture, equipment, and supplies (1910.22, 1910.36 (g)(2)).
- e. Furniture/equipment is arranged to allow orderly evacuation in an emergency (1910.37).
- f. Flammable/combustible materials such as toners, inks, paints, solvents, alcohol, thinners, etc. are kept in metal cabinets (1910.106 (d) (5)).

- g. Appliances and equipment are properly grounded, and outlets accept 3-pronged plugs (1910.304 (f)).
- h. Electrical cords and floor mounted receptacles are located so they don't create a tripping hazard (1910.22 (b) (1)).

Server rooms that are cluttered and disorganized (1) impede the ability for personnel to conduct work safely and efficiently; and (2) increase the likelihood of fires, rodent infestation, and other threats that could possibly damage the network equipment. The following pictures show examples of these violations.





3. Action. Each Job Corps center shall ensure that network equipment rooms and surrounding work areas meet or exceed the standards outlined above. Addressees are to ensure this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be directed to Clint Barton at barton.clint@jobcorps.org, or Linda Estep at estep.linda@jobcorps.org.