



February 13, 2020

Michael Nguyen
Environmental, Health & Safety Administrator
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
550 E. Hospitality Lane, Suite 200
San Bernardino, CA 92408

RE: SWACC PROPERTY & LIABILITY INSPECTION

Dear Mr. Nguyen

Enclosed is the report for the SWACC Property & Liability Inspection conducted for the District on January 6-10, 2020. The inspection was conducted on behalf of SWACC safety inspection policy. A follow up audit will be conducted sometime in April, which will consist of a review of recommendations made during this inspection to determine the status. If Keenan can be of any assistance in this regard, please let me know.

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 directly at (951) 715-0190, extension 1186.

Sincerely,

Kendall Birkett

Kendall Birkett
Consultant
Loss Control/Risk Management

Enclosure

KB/jl

cc: Craig Farmer, Farmer Smith & Lane LLP
Wiski Lee, Keenan & Associates, Riverside
Brent Chavez, Keenan & Associates, Riverside
Marisa Neades, Keenan & Associates, Riverside

This report on site assessments, prepared by Keenan & Associates, is intended strictly for the use of Statewide Association of Community Colleges legal counsel and only those employed by the District having a need to know in order to address conditions assessed in this report and/or confer with legal counsel of Statewide Association of Community Colleges. To preserve and protect the confidential and privileged nature of this report, the report should not be copied or distributed by the District and should be filed and maintained in strict confidence by the District.

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The report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards or hazardous conditions were observed or reported.

SWACC PROPERTY & LIABILITY INSPECTION



January 2020

PREPARED FOR

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Prepared By

**Kendall Birkett
Consultant**

KEENAN & ASSOCIATES

4204 Riverwalk Parkway, Suite 400
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TABLE OF CONTENTS

- I. INTRODUCTION
 - II. ACKNOWLEDGEMENTS
 - III. PRIVILEGED AND CONFIDENTIAL
 - IV. LIMITATIONS
 - V. SCOPE OF SERVICES
 - VI. SITES AND AREAS INSPECTED
 - VII. SUMMARY
 - VIII. LOSS EXPERIENCE REVIEW
 - IX. PROGRAM REVIEW
 - X. RISK TRANSFER PROCEDURES
 - XI. RECOMMENDATIONS
 - XII. IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS
- APPENDIX A. SITE DETAIL

I. INTRODUCTION

On January 6-10, 2020, Keenan & Associates conducted a Property & Liability Inspection for the San Bernardino Community College District located in San Bernardino, California. The purpose of the inspection is to assist the District with their Property & Liability Loss Prevention Program. Kendall Evans, Consultant, conducted the inspection, and Jeff Long, Project Coordinator, processed the report.

II. ACKNOWLEDGEMENTS

Keenan & Associates would like to thank all of the individual site personnel for their assistance and cooperation during the site inspections.

III. PRIVILEGED & CONFIDENTIAL

This report on site assessments, prepared by Keenan & Associates, is intended strictly for the use of Statewide Association of Community Colleges legal counsel and only those employed by the District having a need to know in order to address conditions assessed in this report and/or confer with legal counsel of Statewide Association of Community Colleges. To preserve and protect the confidential and privileged nature of this report, the report should not be copied or distributed by the District and should be filed and maintained in strict confidence by the District.

IV. 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 information in this report does not conclude that all possible conditions, hazards, or hazardous conditions were observed or reported.

The goal of our inspection was to (i) assist the client in evaluating its self-audit procedures, (ii) facilitate 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.

V. SCOPE OF SERVICES

The 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 those hazards.

As part of the inspection, the following programs were reviewed:

- Security
- Emergency Preparedness
- Fire Prevention
- Pest Management
- Chemical Safety
- Forklift/Utility Cart Procedures
- Playground Safety
- Property and Liability Self-Inspection Program
- Injury and Illness Prevention Program

In addition, the following Risk Transfer procedures were discussed:

- Field Trips
- Facilities Use Agreements
- Contractor Agreements

A physical survey of the following areas was conducted:

- Security
- Playground equipment
- Facilities housing playground, and athletic equipment including:
 - Bleachers
 - Stadiums
 - Athletic fields
 - Swimming/Diving pools
 - Weight rooms
 - Gymnasiums
 - Basketball nets/backboards
 - Hard court areas
 - Locker rooms
- Industrial arts, science, and 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
- Adjacent properties that may pose a hazard

A review of the District's Property and Liability loss experience was performed.

VI. SITES AND AREAS INSPECTED

The following areas were inspected at the sites listed below:

- San Bernardino Community College
1888 E HIGHLAND AVE
 - | Conference Room | Front Building | Front Lobby | Front Room | Parking Lot | Rooms
- ALTERNATE TEXT PRODUCTION CENTER
 - | Braille Production | Break Room | Conference Room | Copier Area | Data Room | E-Text | Front Entrance
- APPLIED TECHNOLOGY TRAINING CENTER (DISTRICT OFFICE)
 - | 109 Break Room | Administration 101 | Conference Room 108 | Room 119 Lecture Hall 1
- CRAFTON HILLS COLLEGE
 - | Aquatic Center Swimming Pool | Aquatic Center Women's Locker Room | Art Bldg 115 | Art Bldg Art 101 | Art Bldg Art Room 130 | Art Bldg Hallway | Art Bldg Hallway 120 & 127 | Art Bldg Room 124 | Art Bldg Room 127 | Art Bldg Room 130 | CHL Bldg Room 101 | CHL Bldg Room 202 | Campus Wide | Canyon Hall Bldg Anatomy Lab 203 | Canyon Hall Bldg Anatomy Prep 202 | Canyon Hall Bldg Anatomy/Biology Lab 201 | Canyon Hall Bldg Biology Lab 206 | Canyon Hall Bldg Biology Prep 207 | Canyon Hall Bldg Chemistry Balance Room 102 | Canyon Hall Bldg Chemistry Lab 101 | Canyon Hall Bldg Chemistry Lab 103 | Canyon Hall Bldg Chemistry Stockroom 107B | Canyon Hall Bldg Fire Riser 218 | Canyon Hall Bldg Instrument Room 105 | Canyon Hall Bldg Lecture Room 118 | Canyon Hall Bldg Microbiology Lab 204 | Canyon Hall Bldg Microbiology Lab 205 | Canyon Hall Bldg Microbiology Prep 209 | Canyon Hall Bldg Office 225 | Canyon Hall Bldg Organic Chemistry Lab 104 | Central Complex Bldg CNTL 245 Lecture | Central Complex Bldg CNTL 246 | Central Complex Bldg CNTL 250 | Central Complex Bldg Computer Hardware Lab 109 | Central Complex Bldg Electrical Room 306 | Central Complex Bldg Lecture Hall Room 244 | Central Complex Bldg Lecture Room 117 | Central Complex Bldg Room 203 | Central Complex Bldg Room 209 | Central Complex Bldg Room 238 | Central Complex Bldg Room 306 | Central Complex Bldg Room 307 | Central Complex Bldg STEM Room 221 | Central Complex Bldg STEM Success Center | Central Complex Bldg Veteran Center | Child Development Center Bldg | Child Development Center Bldg Custodial Closet 129 | Child Development Center Bldg Front Office | Child Development Center Bldg Hallway Between 126 & 123 | Child Development Center Bldg Grass Area By Playground | Child Development Center Bldg Kitchen | Child Development Center Bldg Parking Lot | Child Development Center Bldg Playground | Child Development Center Bldg Room 123 | Child Development Center Bldg Room 126 | Child Development Center Bldg Room 2.2 | Clock Tower Bldg Custodial Room 339 | Clock Tower Bldg Office 302 | Clock Tower Bldg Office 305 | Clock Tower Bldg Office 310 | Clock Tower Bldg Office 316 | Clock Tower Bldg Office 320 | Clock Tower Bldg Office 331 | Clock Tower Bldg Technology Success Center Room 206 | Crafton Center Admissions And Records | Crafton Center Bookstore | Crafton Center Conference Room 2 | Crafton Center Counseling Center | Crafton Center Disabled Student Services High Tech Center | Crafton Center Financial Aid | Crafton Center MPR 156 | Crafton Center Queen Bean Cafe | Crafton Center Student Life Room 153 | Crafton Center Testing Room 104 | Crafton Center Transfer And Career Center | East Complex 1 Print Shop | East Complex 2 BL 15 East 104 | East Complex 2 BL 15 East 101 | East Complex 2 BL 15 East 104 | East Complex 2 East 103B | Finkelstein Performing Arts Center 307-1 | Finkelstein Performing Arts Center Back Stage | Finkelstein Performing Arts Center Costume Shop Room 109-2 | Finkelstein Performing Arts Center Mechanical Room | Finkelstein Performing Arts Center Music Library Room 311 | Finkelstein Performing Arts Center Piano Practice Room | Finkelstein Performing Arts Center Storage 109 | Finkelstein Performing Arts Center Theatre | Finkelstein Performing Arts Center Workroom 219 | Grounds | Gym | Gym Food Pantry | KHA Bldg Aquatic Center Swimming Pool Equipment | KHA Bldg Dance Studio Room 135 | KHA Bldg Fitness Center 132 | KHA Bldg MPR 103 | KHA Bldg Yoga Studio Room 133 | LRC BLDG Tutoring Center Annex | LRC Bldg Art Gallery | LRC Bldg Auditorium Room 231 | LRC Bldg Fire Sprinkler Room 229 | LRC Bldg Library | LRC Bldg Library Copy Room 313 | LRC Bldg Library Instructions Room 208 | North Complex Bldg Geoscience Lab 107 | North Complex Bldg Geoscience Lab 109 | North Complex Bldg Room 101 | Outside Maintenance and Operations | PSAH Bldg Computer Lab Room 101 |

PSAH Bldg Janitor 223 | PSAH Bldg Meeting Room 227 | PSAH Bldg Paramedic Room 109 | PSAH Bldg Public Safety And Allied Health Room 111 | PSAH Bldg Public Safety And Allied Health Room 115 | PSAH Bldg Room 202 | PSAH Bldg Room 213 | PSAH Bldg Room 224 | PSAH Bldg Storage 107A | PSAH Bldg Study Lounge 103 | PSAH Bldg Study Lounge 217 | PSAH Bldg Vehicle Storage 202 | Shipping And Receiving | Soccer Fields | Stairway From Soccer Field To Tennis Court | Student Support Bldg Health & Wellness Center SSB 103 | Student Support Building Health & Wellness Center Assessment Center | Student Support Building Health & Wellness Center Room SSB 102 | Student Support Building Health & Wellness Center SSB Room 105 | Tennis Courts | West Bldg Room 110 | West Bldg Room 218

DISTRICT OFFICE

- | Board Room | Break Room | Business and Fiscal Services | Conference Room 1 | Electrical Room 02 | Reception Area | TESS Conference Room 229 | TESS Offices | Training Room

OLD DISTRICT OFFICE

- | 123 Conference Room 2 | Administration Offices 114 Hallway | Auditorium | ILEAD/ EDCT | Old HR | Room 104 | Room 105 | Room 106 | Staff Lounge 122

SAN BERNADINO CCD ANNEX

- | Kitchen | Large Office | Office | Offices

SAN BERNARDINO COLLEGE 1010 GRANT AVENUE

- | Classroom 113 | Computer Lab Room 109 | Engine Lab 115 | Old Classroom 6 | Room 101 Hallway | Shipping and Receiving Basement | Shipping and Receiving First Floor | Warehouse

SAN BERNARDINO VALLEY COLLEGE

- | AD/SS Bldg Admissions and Records | AD/SS Bldg Counseling | AD/SS Bldg Disabled Students Program Services AD 105 | AD/SS Bldg Disabled Students Program Services AD 105I | AD/SS Bldg EOPS/STAR Room 202 | AD/SS Bldg Financial Aid AD106 | AD/SS Bldg STAR Room AD 201 | AD/SS Bldg Student Service AD 102 | AD/SS Bldg Student Service AD 102C | AD/SS Bldg Transfer And Career Services AD 203 | | Art Bldg Art Gallery | Art Bldg Ceramics Studio C2 | Art Bldg Lecture Hall Room 144 | Art Bldg Sculpture & Glass Studio C1 | Auditorium | Auditorium Back Stage Hallway | Auditorium Dressing Room A112 | Auditorium Dressing Third Floor | Auditorium Workshop A107 | Baseball Field | Behind Technical Bldg | Break Room | Business Bldg Catering 102 | Business Bldg Computer Lab 217 | Business Bldg Computer Lab Room 118 | Business Bldg Computer Lab Room 204 | Business Bldg Computer Lab Room 212 | Business Bldg Computer Lab Room 220 | Business Bldg Electrical Closet 132C | Business Bldg Janitor 123B | Business Bldg Room 100B | Business Bldg Room 124 | Business Bldg Room 130 | Business Bldg Room 203 | CDC - Playground Slide and Swing | CDC - Room A | CDC - Room B | CDC Laundry Room | CDC Room 3 | CDC- Classrooms | Campus Center Bldg Associated Student Government | Campus Center Bldg Associated Student Government Room 215 | Campus Center Bldg Bookstore | Campus Center Bldg Club Room 142 | Campus Center Bldg Game Room 1400 | Campus Center Bldg Janitor's Closet | Campus Center Bldg Storage -C | Campus Center Bldg Sun Room | CTS 101 | CTS 105-IT | Central Plant | Child Development Center - Classrooms | Child Development Center Infant Room C | Child Development Center Laundry Room | Child Development Center Nutrition Services | Child Development Center Office | Child Development Center Playground | Child Development Center Playground Slide and Swing | Child Development Center Room 1 | Child Development Center Room 10 | Child Development Center Room 2 | Child Development Center Room 3 | Child Development Center Room 4 | Child Development Center Room 5 | Child Development Center Room 6 | Child Development Center Room 7 | Child Development Center Room 8 | Child Development Center Room 9 | Child Development Center Room A | Child Development Center Room B | Child Development Center Toddler Playground | Culinary Art Kitchen | Drainage Outside HLS Bldg Electrical Room 110 | Football Stadium | GYM MPR Dance Room | Gym Auxiliary 112 | Gym Auxiliary 211 | Gym Electrical Room | Gym Fitness Room 136 | Gym Large Lecture Room 141 | Gym Offices | Gym Sprinkler Riser Custodian 210 | Gym Weight Room 101 | Gym Women's Locker Room | Gym Weight Room 101 | HLS Bldg Lab HLS 245 | HLS Bldg 246 | HLS Bldg HLS 131 | HLS Bldg HLS 207 | HLS Bldg HLS 218 | HLS Bldg HLS 222 | HLS Bldg HLS 225 | HLS Bldg HLS 226 | HLS Bldg HLS 230 | HLS Bldg HLS Room 132 | HLS Bldg Room HLS 129 | HLS Bldg Room HLS 130 | HLS Bldg Room HLS 211 | HLS Bldg Science Storage HLS 239-240 | HLS Bldg - HLS Classroom 235 | HLS Bldg - HLS Room 131 | HLS Bldg Greenhouse | Liberal Arts Bldg Counseling & Student Services | Liberal Arts Bldg Disabled Student Programs And Services 105 | Liberal Arts Bldg Office 104 | Liberal Arts Bldg Room 100 | Liberal Arts Bldg Room 108 | Liberal Arts Bldg Room 204-E | Liberal Arts Bldg Room 209 | Liberal Arts Bldg Tutoring Center 207-F | Liberal Arts Bldg Writing Center LA-201 | Library | Library Bldg Viewing Room 149 | Library The Den | Main Gym 203 | Maintenance And Operations Break Room | Maintenance And Operations Center Area | Maintenance And

Operations Grounds | Media and Communication Audio Control Mc 151 | Media and Communication Bldg MC 110 | Media and Communication Bldg MC 121-127 | Media and Communication Broadcasting Studio MC173 | Media and Communication Green Room MC147 | Media and Communication On-air MC 174 | Media and Communication Post-Production Mc 158 | Media And Communication Production Control | Media And Communication Room MC 166 | Media And Communication TV Broadcast Operation MC 152 | Media And Communication TV Studio | Media And Communication Video Control MC 143 | North Hall Bldg Custodial Closet NH 105 | North Hall Bldg Food Science NH 125 | North Hall Bldg Lecture Hall NH 117 | North Hall Bldg Multi-Discipline Activity Center NH 164 | North Hall Bldg Music Lab NH 216 | North Hall Bldg Music Studio 5 NH 134 | North Hall Bldg Music Studio 7 NH 136 | North Hall Bldg NH 221 | North Hall Bldg Office 3rd Floor | North Hall Bldg Room NH 152 | North Hall Bldg Room NH 215 | North Hall Bldg Room NH 221 | North Hall Bldg Room NH 336 | North Hall Bldg Room NH 350 | North Hall Bldg Room NH 351 | North Hall Bldg Room NH252 | North Hall Bldg Testing Center NH 344 | PS Bldg Org Chem Teaching Lab PS 310 | PS Bldg Architecture Room PS217 | PS Bldg Chemistry 101 PS 316 | PS Bldg General Chem PS 315 | PS Bldg General Chem Teaching Lab PS 312 | PS Bldg Geography Teaching Lab Ps 221 | PS Bldg Geology Ocean Teaching Lab 219 | PS Bldg Lecture Room 1 /228 | PS Bldg Org Instructional Lab PS 311 | PS Bldg PS 147 | PS Bldg PS Office 189 & 190 | PS Bldg Room PS 199 | PS Bldg - Classroom PS 147 | PS Bldg - Classroom PS 189 | PS Bldg - Lecture Room 1/288 | PS Bldg - Student Success Center PS 121 | PS Bldg Geology Ocean Teaching Lab 219 | Planetarium Bldg Room 104 | Science Prep HLS Bldg 214 | Soccer Fields | Student Health Service Room 112A | Student Health Service Room 114 | Student Health Service Room 115 Break Room | Student Success Center PS 121 | Student Success Center PS121 | Student Success Center PS135 | Student Health Service Electrical Room 110 | Student Health Service Room 115 Break Room | |Technical Bldg 107A | Technical Bldg 118A Office | Technical Bldg Auto Collision Room 119A | Technical Bldg Auto Shop T116 | Technical Bldg Behind Auto Bay By Spray Booth | Technical Bldg By T112A | Technical Bldg Machine Lab T111A | Technical Bldg Room T-126 | Technical Bldg T-108 | Technical Bldg T-114A | Technical Bldg T112 | Technical Bldg Welding Back Lab 121 | Technical Bldg Welding OXY Fuel Lab 120 | Technical Bldg Welding T112B | Tutoring Center Room 206

VII. SUMMARY

The San Bernardino Community College District serves many cities in the inland Southern California area and serves an additional 27,000 students each year at Crafton Hills College and San Bernardino Valley College. The District has recently purchased two new buildings: the new District Office building and 1818 E Highland Avenue. The new District Office building now houses the Technology & Educational Support Services and the District is no longer leasing the property for this location. The 1818 Highland Avenue and San Bernardino CCD Annex locations are not currently being rented or occupied. The old District Office location still houses a few departments for San Bernardino Community College and the Professional Development Center (PDC); however, many of the departments have moved to the new District Office location. The Alternate Text Production Center still is a leased property in Camarillo.

The District will be receiving additional funding through Measure CC that was passed in 2018. This Measure will allow the continued renovation of the different structures throughout both Crafton Hills College and San Bernardino Valley College.

The SWACC Property & Liability (P&L) inspection is intended to help streamline the process for identifying and mitigating targeted P&L exposures. This report contains a loss experience review, a program review, and site-specific findings and recommendations.

VIII. LOSS EXPERIENCE REVIEW

San Bernardino Community College District has had five property losses since the 2017 policy year for a total incurred of \$158,102.60. There were three claims of equipment failure for a total incurred of \$94,424.90, one claim for a stolen transit van for a total incurred of \$8,677.70, and one claim of vandalism for a total incurred of \$55,000.00.

On the liability side, there have been nine claims filed since the beginning of the 2017 policy year with a total incurred of \$359,168.17. There were three employment practice liability claims for a total incurred of \$163,653.71; two auto liability claims for a total incurred of \$13,318.55; one claim of cyber security for a total incurred of \$25,000.00; one claim where the school's security officer lost claimant's California Identification card while on campus for a total incurred of zero loss; one claim where a contractor alleges the District breached the contract, resulting in substantial damages for a total incurred of zero loss and one claim of a claimant who was pulling a pool tarp when it snapped causing him to fall and hit his head for a total incurred of \$157,195.91.

IX. PROGRAM REVIEW

Security/Theft/Vandalism

Priority: **EFFECTIVE**

Survey Findings:

Police officers on college campuses are POST trained (SB 1626). They utilize security for off hours. There are intrusion alarms throughout the sites that are monitored by an outside agency. There is video surveillance system implemented at the college; however, it could improve in certain spots. At the time of the inspection, the new vacant location on 1818 Highland Ave. had been vandalized with trash in the parking lot and a broken window. This location should be considered for video surveillance. They have adequate lighting at the campuses in the evening. The valuables and laptops are adequately secured. The college does not utilize an anonymous reporting system for high frequency loss areas/sites.

Corrective Action:

The college should consider additional video surveillance in areas that are secluded and are prone to vandalism and theft. The college should utilize an anonymous reporting system for high frequency loss areas/sites.

Emergency Preparedness

Priority: **EFFECTIVE**

Survey Findings:

According to the college, there is an Emergency Operations Plan for all campuses that is being revised and evaluated. The EOP was just recently updated. The District conducts regular mock drills both fire and earthquakes. Emergency supplies are available at each site and checking/replacement is done by each department. They have the local police, fire, and County EMS involved in their Emergency Preparedness Programs.

Corrective Action:

None at this time.

Fire/Arson Prevention

Priority: **EFFECTIVE**

Survey Findings:

Kitchen hoods, fire extinguishers, and sprinkler systems are serviced at the required intervals. The fire extinguishers are inspected monthly and initialed on the tag depending on the department. At the time of the inspection, the fire extinguishers at many of the locations were missing the monthly inspections. The fire alarms are tested. The trash cans are emptied regularly to keep from overflowing and stored away from structures. Combustible materials are stored away from public access.

Corrective Action:

The campuses should be inspecting the fire extinguishers on a monthly basis and initialing the tag.

Utility Cart

Priority: **EFFECTIVE**

Survey Findings:

There is no key control program in place. All utility carts require a key to operate and there is a utility cart plan/policy. The operators have been provided safety training. They do inspect and do maintenance on the utility carts.

Corrective Action:

A key control program should be implemented and more regular inspections/maintenance should be conducted on the utility carts.

Playground Safety

Priority: **INEFFECTIVE**

Survey Findings:

Playground supervisors are trained annually regarding their duties. The college does not have a formal, documented system for inspecting the playground equipment and surfacing. There is a budget/plan in place to replace old/deteriorating playground equipment or surfacing material.

Corrective Action:

The college should have a formal, documented system for inspecting play equipment and surfacing. There are a few safety issues that are noted in the report with regards to the playground safety.

Chemical Safety

Priority: **EFFECTIVE**

Survey Findings:

The college does have a policy on employees bringing chemicals/cleaners from sources outside the college. The college is in the process of maintaining and regularly testing the eyewash/deluge. All students are to wear PPE while conducting science experiments. All hazardous materials are stored in a way to prevent unauthorized access.

Corrective Action:

Make sure that all eyewash stations are inspected and tested monthly to ensure that they are clean, accessible, and operational.

Self-Inspection Program

Priority: **INEFFECTIVE**

Survey Findings:

There is a self-inspection system in place based on the IIPP but the college is unsure if it meets the JPA's requirements. The site supervisors/administrators do not review their site self-inspections. The self-inspections have not been documented.

Corrective Action:

There should be a formal/documented self-inspection system in place and the site supervisors/administrators should review the findings.

EPL

Priority: **EFFECTIVE**

Survey Findings:

There is effective communication between site management and Human Resources prior to any significant employment action decisions taking place. Investigation procedures and documentation are in place for employee/employment complaints. Training has been provided and documentation maintained for supervisors on employment/management/supervisory related topics.

Corrective Action:

None at this time.

Abuse Prevention

Priority: **EFFECTIVE**

Survey Findings:

The college has a Title IX Coordinator. There is education on bullying awareness and reporting. The District utilizes an anonymous reporting hotline. Staff have been trained on recognition of abuse/mandated reporting. A staff social media policy is in place for the use of technology/internet/ social media with students under AP 3720. The staff are not prohibited from having one-on-one student meetings in closed rooms. They are not prohibited from leaving students unsupervised. There is staff training on appropriate staff/student boundaries. The windows on offices and classrooms are for the most part required to be uncovered. During the inspection, it was common to see office windows to be covered with paper.

Corrective Action:

Consider creating more visibility into offices by removing any paper on windows and ensure that window blinds are open during campus hours. Staff should be prohibited from having one-on-one staff-student meetings in closed rooms, especially with students who are minors. Staff should be prohibited from leaving students unsupervised.

Student Transportation

Priority: **EFFECTIVE**

Survey Findings:

The College does provide driver training. They actively monitor the DMV pull program for everyone driving on District business. There is a key control program and a driver's policy in place. Depending on the department if the vehicles are inspected prior to each use and if there is an accident reporting tool kits in vehicles.

Corrective Action:

The College should ensure that each vehicle is inspected prior to use and has an accident reporting kit.

Water Losses

Priority: **INEFFECTIVE**

Survey Findings:

There are currently some documented preventative maintenance programs in place for vegetation, roofs, drains, and plumbing. The college does conduct pre and post storm inspections tied to weather forecasts. The gutters/drains are inspected but not on a regular basis. They have quick response resources in place for water related damage. They do not have loss/damage prevention procedures in place to address weather related freezing conditions.

Corrective Action:

There should be a formalized documented preventative maintenance program in place for vegetation, roofs, drains and plumbing at both campuses. The gutters and drains should be inspected on a more regular basis. There should be loss/damage prevention procedures in place to address weather related freezing conditions.

Lockdown Procedures/Door Lock Devices

Priority: EFFECTIVE

Survey Findings:

The college does not conduct/document lock-down drills. The classrooms doors have the ability to be locked from the inside without the use of a key. It is up to the instructor's discretion if the doors are kept closed and locked during normal/full class sessions. The exterior facing windows can be adequately obscured during a lock-down; however, the windows within the buildings cannot.

Corrective Action:

There should be documented lock-down drills conducted. The windows within the buildings should have the capability to be obscured during a lock-down.

I . RISK TRANSFER PROCEDURES

Consider reviewing the District's risk transfer procedures and facility use agreements. Keenan's risk transfer forms, such as templates for field trips, facilities use agreements, and contractor agreements can be located on the P&C Bridge under RiskAdvisor. The risk transfer forms can be used as is or can be modified to support the District's current procedures and policies.

I I. RECOMMENDATIONS

Recommendations resulting from the inspection are listed under Site Specific or General findings. Site Specific recommendations are those that are specific in nature and pertain only to a particular site. General recommendations are those that apply to some or all sites or operations throughout the District.

Each recommendation is categorized as either Immediate, High, Medium or Low. **Immediate** is a hazard that represents a significant life-threatening danger requiring immediate attention. **High** is an exposure that, if not corrected, has the potential to result in a severe property or liability loss in the short term. **Medium** is an exposure that, while having the potential for a loss, would not normally result in a significant or severe loss. **Low** is an exposure that is commonplace throughout the District.

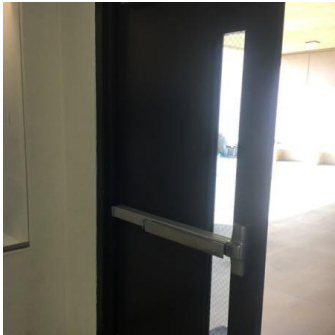
Immediate/High priority items are listed separately due to the severity of the exposure.

I **II. IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS**

Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Art Bldg Room 120 & 127

Priority: High

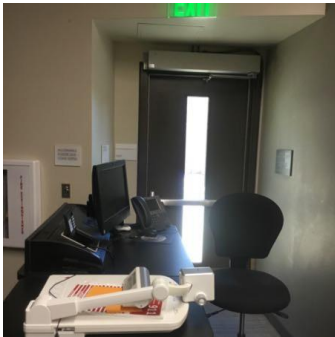
Description: The inoperable panic hardware device should be repaired or replaced to ensure safe egress in an emergency.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Central Complex Bldg
Lecture Hall Room 244

Priority: High

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Clock Tower Bldg Office
316

Priority: High

Description: Furniture like couches should be removed to help prevent any illicit incidents from occurring. Additionally, upholstered furniture must have a label stating the product meets the state flammability standard, Technical Bulletin 117, that requires filling materials inside the product to be flame and smolder-resistant.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing
Arts Center Back Stage

Priority: High

Description: Saws with missing or damaged protective guards should be removed from service immediately until repaired or replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Theatre

Priority: High

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Business Bldg Room 100B

Priority: High

Description: The inoperable panic hardware device should be repaired or replaced to ensure safe egress in an emergency.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC - Playground Slide and Swing

Priority: High

Description: Broken down, compacted or displaced loose fill surfacing material presents an elevated risk of head impact injuries. Adequate loose fill surfacing material depth should be determined based on the fall height of adjacent play equipment. Surfacing material should be added or re-distributed in this area to improve conditions and reduce this risk of head impact injuries.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Gym Weight Room 101

Priority: High

Description: There were defective exit door(s) that require excessive force to open, or that do not function properly. Defective door(s) should be repaired immediately to ensure proper egress. Cannot get in or out



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - HLS Building - Classroom HLS 211

Priority: High

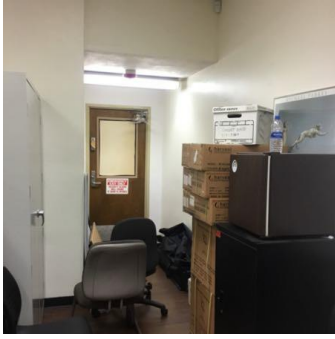
Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Liberal Arts Bldg Writing Center LA-201

Priority: High

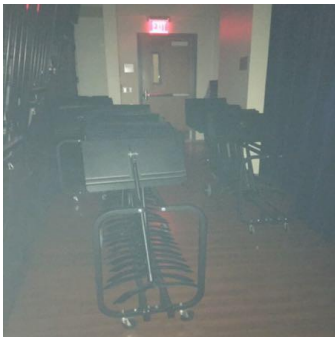
Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall
Bldg Multi-Discipline Activity Center NH 164

Priority: High

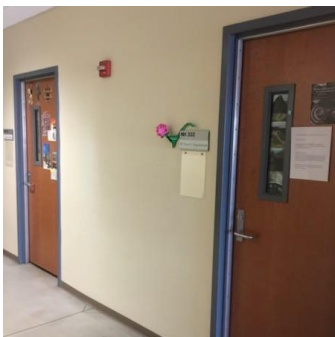
Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall
Bldg Office 3rd Floor

Priority: High

Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg -
Classroom PS 147

Priority: High

Description: The classroom had a defective exit door that did not close. The defective door should be repaired immediately to ensure the classroom is secured.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg - Classroom PS 189

Priority: High

Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Computer Numerical Control T112

Priority: High

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.





APPENDIX A.

I. GENERAL RECOMMENDATIONS

Location: San Bernardino Community College

Priority: Medium

Description: In addition to the annual servicing, extinguishers are required to be visually inspected at least once per month in accordance with CCR Title 19 and CCR Title 24. To ensure the inspections are done, all responsible parties should initial and date the service tag that is attached to the fire extinguisher.

II. SITE SPECIFIC RECOMMENDATIONS

1888 E HIGHLAND AVE

Location: San Bernardino Community College - 1888 E HIGHLAND AVE - Front Building

Priority: Medium

Description: The window in the front of the building was broken. The window should be repaired or replaced immediately to deter theft and unauthorized access.



Location: San Bernardino Community College - 1888 E HIGHLAND AVE - Front Room

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - 1888 E HIGHLAND AVE - Rooms

Priority: Medium

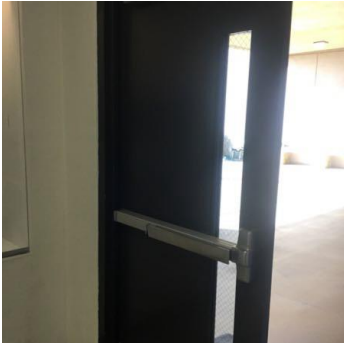
Description: The fire extinguishers were missing and should be replaced.

CRAFTON HILLS COLLEGE

Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Art Bldg Room 120 & 127

Priority: High

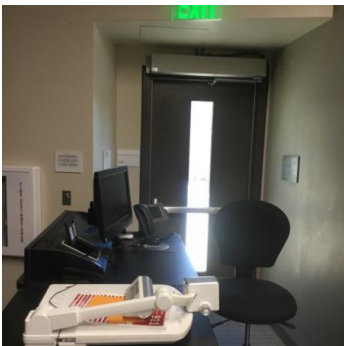
Description: The inoperable panic hardware device should be repaired or replaced to ensure safe egress in an emergency.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Central Complex Bldg
Lecture Hall Room 244

Priority: High

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Clock Tower Bldg Office 316

Priority: High

Description: Furniture like couches should be removed to help prevent any illicit incidents from occurring. Additionally, upholstered furniture must have a label stating the product meets the state flammability standard, Technical Bulletin 117, that requires filling materials inside the product to be flame and smolder-resistant.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts
Center Back Stage

Priority: High

Description: Saws with missing or damaged protective guards should be removed from service immediately until repaired or replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Theatre

Priority: High

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Art Bldg Art Room 130

Priority: Medium

Description: Guillotine-style paper cutters should be equipped with a blade guard, a blade lock, and a spring device to prevent the blade from free-falling. If any of these devices are missing or not functioning, the paper cutter should be removed until repaired or replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Art Bldg Hallway

Priority: Medium

Description: The glass with small chips or broken edges presents an elevated risk of laceration. Chipped or broken glass should be repaired or replaced to reduce associated risk.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Campus Wide

Priority: Medium

Description: The fire extinguisher was last serviced December 2018. The unit should be serviced to ensure a fully charged condition.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Central Complex Bldg CNTL 250

Priority: Medium

Description: The 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: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center Bldg Hallway Between 126 & 123

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center
Bldg Grass Area by Playground

Priority: Medium

Description: Uneven field surfaces present a trip hazard and should be repaired.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center
Bldg Parking Lot

Priority: Medium

Description: The metal piece sticking up out of the ground presents a trip hazard and should be repaired to reduce this hazard.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center
Bldg Parking Lot

Priority: Medium

Description: Raised or cracked sections of asphalt/concrete present a trip hazard and should be repaired to reduce this hazard.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center Bldg Playground

Priority: Medium

Description: Signs or labels should be clearly posted on the playground equipment or be freestanding; freestanding signs must be placed outside of the equipment use zone. The signs and/or labels should be readily visible to the intended viewer, and alert the viewer to the potential hazard in time to take appropriate action. The information on the sign or label, or both, must address: 1) information message communicating age appropriateness, 2) information message communicating supervision recommendation, 3) warning message communicating the removal of helmets, drawstrings or accessories around the neck, 4) warning message communicating the hazard of hot play surfaces and/or surfacing, when applicable, 5) warning message communicating the hazard of play equipment located over hard surfaces, when applicable.

Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center Bldg Room 123

Priority: Medium

Description: The 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: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center Bldg Room 123

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center Bldg Room 126

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Child Development Center Bldg Room 2.2

Priority: Medium

Description: The 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: San Bernardino Community College - CRAFTON HILLS COLLEGE - Clock Tower Bldg Office 320

Priority: Medium

Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Clock Tower Bldg Office 320

Priority: Medium

Description: 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: San Bernardino Community College - CRAFTON HILLS COLLEGE - Crafton Center Transfer and Career Center

Priority: Medium

Description: The 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: San Bernardino Community College - CRAFTON HILLS COLLEGE - East Complex 2 BL 15 East 104

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - East Complex 2 BL 15 East 104

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be

identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - East Complex 2 East 103B

Priority: Medium

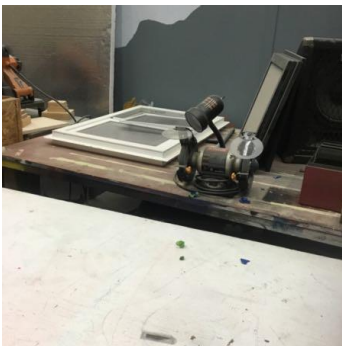
Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Back Stage

Priority: Medium

Description: Benchtop and pedestal-mounted equipment such as grinders, miter saws, and drill presses should be secured to a bench or the floor to prevent tipping.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Back Stage

Priority: Medium

Description: Unsecured wood and other vertical items against walls should be secured to prevent their accidental falling.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Storage 109

Priority: Medium

Description: An approved flammable liquid storage cabinet should be provided in this area.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Theatre

Priority: Medium

Description: The fire extinguisher was last serviced December 2017. The unit should be serviced to ensure a fully charged condition.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Theatre

Priority: Medium

Description: Extension cords on the floor create a trip hazard in this area. The cords should be rerouted or covered with a cord cover/protector to reduce this hazard.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Finkelstein Performing Arts Center Theatre

Priority: Medium

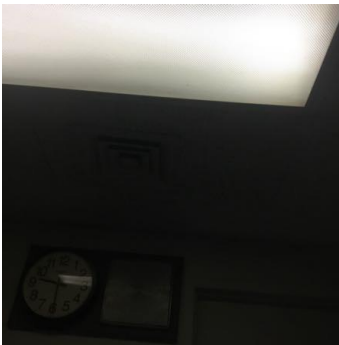
Description: Ladders should be stored secured in a manner that prevents tipping.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Gym Food Pantry

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - KHA Bldg Dance Studio Room 135

Priority: Medium

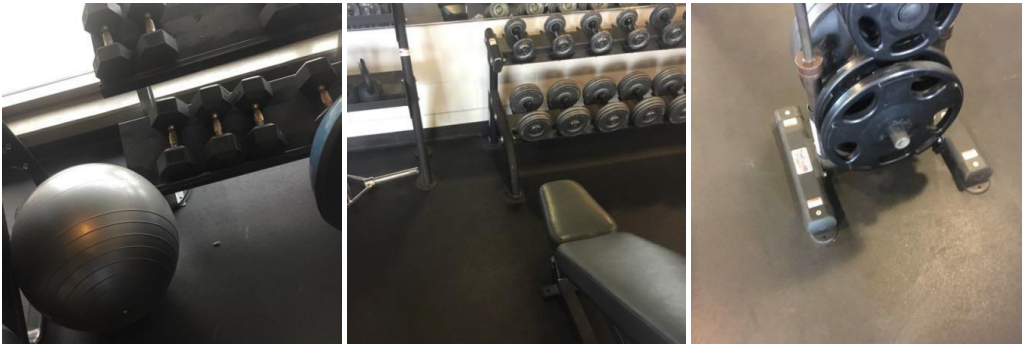
Description: The standing water presents an elevated slip hazard. The source where the water is coming from should be determined and corrective actions should be implemented.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - KHA Bldg Fitness Center 132

Priority: Medium

Description: Free weight storage racks should be secured in a manner that prevents accidental tipping.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - KHA Bldg Yoga Studio Room 133

Priority: Medium

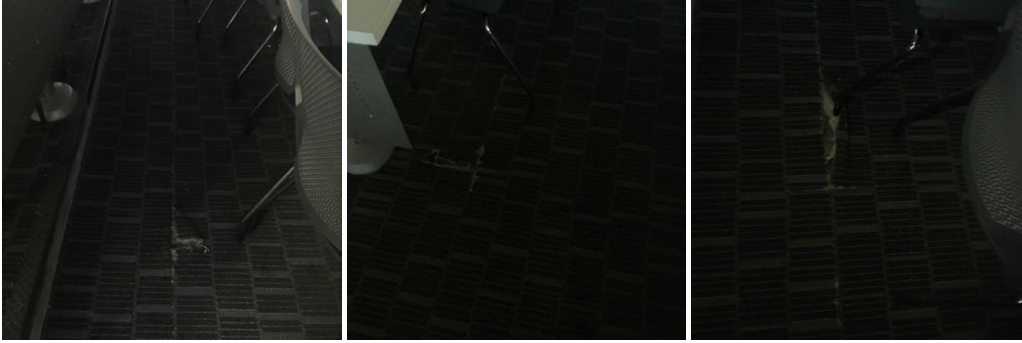
Description: Mirrors in yoga rooms should be coated with protective film designed to prevent shattering.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - LRC Bldg Auditorium Room 231

Priority: Medium

Description: Raised carpet in this area creates a trip hazard and should be repaired or replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - LRC BLDG Tutoring Center Annex

Priority: Medium

Description: Ladders should be stored secured in a manner that prevents tipping.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - North Complex Bldg Geoscience Lab 107

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Outside Maintenance and Operations

Priority: Medium

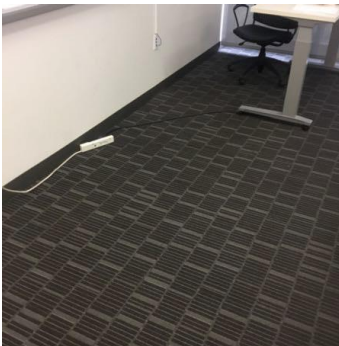
Description: Dumpsters and trash containers should not be stored with the lids closed and secured in a manner that does not allow them to move



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - PSAH Bldg Computer Lab Room 101

Priority: Medium

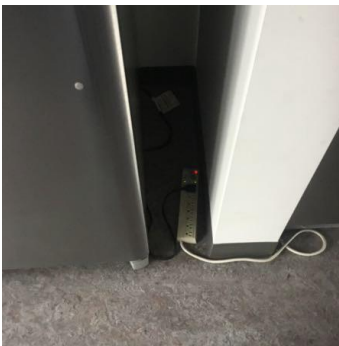
Description: The cords on the floor creates a trip hazard in this area. The cords should be rerouted or covered with a cord cover/protector to reduce this hazard.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - PSAH Bldg Study Lounge 217

Priority: Medium

Description: The practice of plugging the refrigerator into a surge protector is not recommended. The appliances can overload the electrical circuit in the room and present an increased fire hazard. The refrigerator should be plugged directly into the electrical outlet.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Soccer Fields

Priority: Medium

Description: Movable soccer goals create a risk of injury due to struck-by or impact injuries. Movable soccer goals should adhere to the recommendations made in the CPSC publication titled "Guidelines for Movable Soccer Goal Safety" (<https://www.cpsc.gov/PageFiles/122392/soccer.pdf>) to reduce associated hazards.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Stairway from Soccer Field to Tennis Court

Priority: Medium

Description: Overgrown weeds can present fire, trip, and pest hazards when not properly maintained. A weed abatement program should be implemented to reduce this risk.



Location: San Bernardino Community College - CRAFTON HILLS COLLEGE - Student Support Building Health & Wellness Center SSB Room 105

Priority: Medium

Description: The 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.

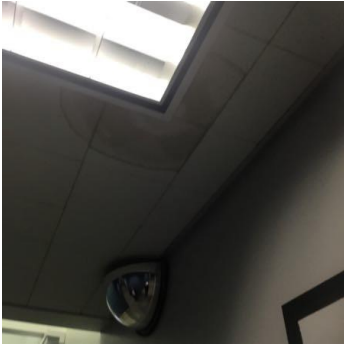


OLD DISTRICT OFFICE

Location: San Bernardino Community College - OLD DISTRICT OFFICE - Administration Offices 114

Priority: Medium

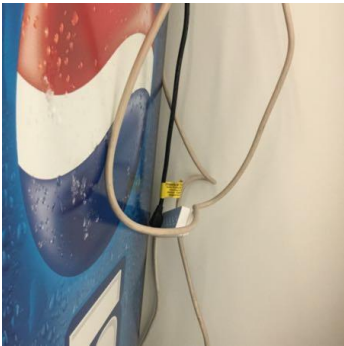
Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - OLD DISTRICT OFFICE - Staff Lounge 122

Priority: Medium

Description: The practice of plugging the vending machine into a surge protector is not recommended. The appliances can overload the electrical circuit in the room and present an increased fire hazard. The refrigerator should be plugged directly into the electrical outlet.

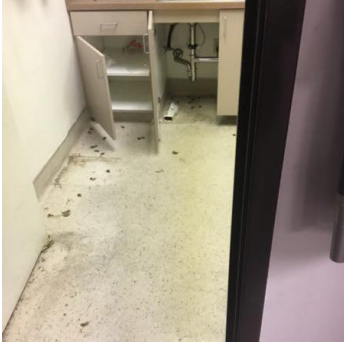


SAN BERNADINO CCD ANNEX

Location: San Bernardino Community College - SAN BERNADINO CCD ANNEX - Kitchen

Priority: Medium

Description: There is evidence of rodent and insect infestation in this area. This can lead to damage of wires, insulation, and other electrical components. The infestation should be addressed to reduce the potential for fire or equipment breakdown.



Location: San Bernardino Community College - SAN BERNADINO CCD ANNEX - Large Office

Priority: Medium

Description: The wall appears to have water damage the source of the leak should be found and repaired to mitigate the water damage hazard that was observed.



Location: San Bernardino Community College - SAN BERNADINO CCD ANNEX - Office

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.

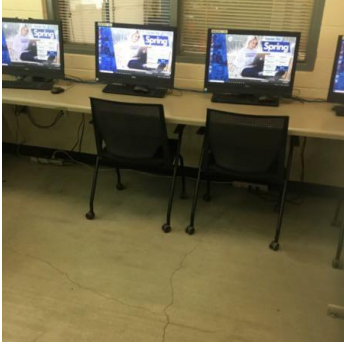


SAN BERNARDINO COLLEGE 1010 GRANT AVENUE

Location: San Bernardino Community College - SAN BERNARDINO COLLEGE 1010 GRANT AVENUE - Computer Lab Room 109

Priority: Medium

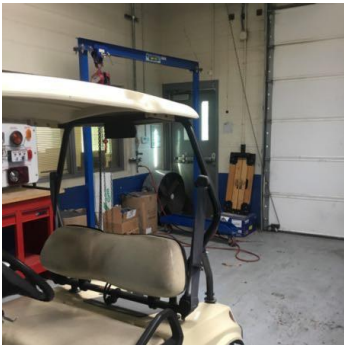
Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO COLLEGE 1010 GRANT AVENUE - Engine Lab 115

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO COLLEGE 1010 GRANT AVENUE - Old Classroom 6

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - SAN BERNARDINO COLLEGE 1010 GRANT AVENUE - Shipping and Receiving Basement

Priority: Medium

Description: An approved flammable liquid storage cabinet should be provided in this area.



SAN BERNARDINO VALLEY COLLEGE

Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Business Bldg Room 100B

Priority: High

Description: The inoperable panic hardware device should be repaired or replaced to ensure safe egress in an emergency.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC - Playground Slide and Swing

Priority: High

Description: Broken down, compacted or displaced loose fill surfacing material presents an elevated risk of head impact injuries. Adequate loose fill surfacing material depth should be determined based on the fall height of adjacent play equipment. Surfacing material should be added or re-distributed in this area to improve conditions and reduce this risk of head impact injuries.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Gym Weight Room 101

Priority: High

Description: There were defective exit door(s) that require excessive force to open, or that do not function properly. Defective door(s) should be repaired immediately to ensure proper egress. Cannot get in or out



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - HLS Building - Classroom HLS 211

Priority: High

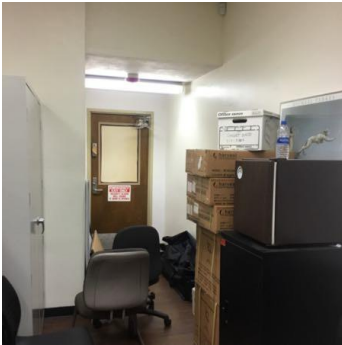
Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Liberal Arts Bldg Writing Center LA-201

Priority: High

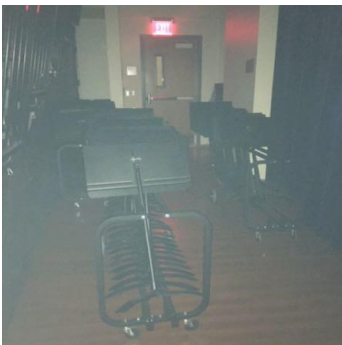
Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg Multi-Discipline Activity Center NH 164

Priority: High

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg Office 3rd Floor

Priority: High

Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be

obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg - Classroom PS 147

Priority: High

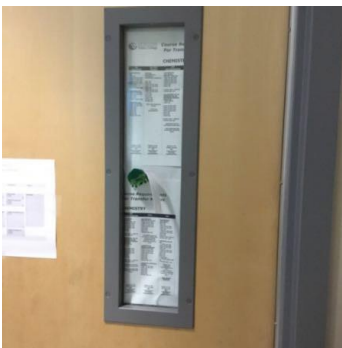
Description: The classroom had a defective exit door that did not close. The defective door should be repaired immediately to ensure the classroom is secured.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg - Classroom PS 189

Priority: High

Description: In an effort to avoid sexual assault/molestation concerns, office windows should not be obstructed with paper or other material. Blinds or window coverings should be open while students are present, especially during one-on-one staff-student interaction. Office doors should remain open as well.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Computer Numerical Control T112

Priority: High

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - AD/SS Bldg
Transfer and Career Services AD 203

Priority: Medium

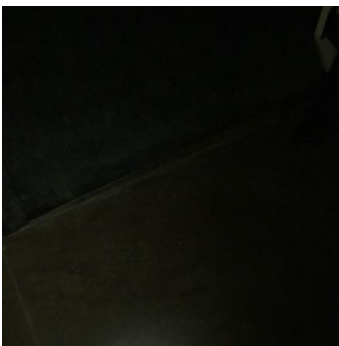
Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Art Center Room
144

Priority: Medium

Description: The ramp to the landing does not have any contrast which creates a trip hazard. There should be a contrast between the ramp and the landing to eliminate this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Auditorium

Priority: Medium

Description: Ladders should be stored secured in a manner that prevents tipping.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Auditorium Back Stage Hallway

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Auditorium Workshop A107

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Auditorium Workshop A107

Priority: Medium

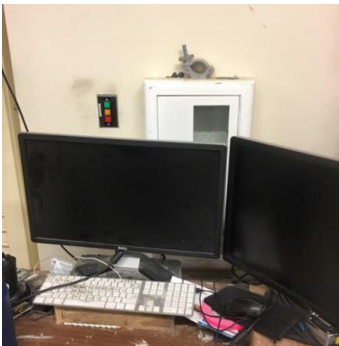
Description: The sawdust collection system is inoperable. The system should be repaired or replaced.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Auditorium Workshop A107

Priority: Medium

Description: The fire extinguisher was obstructed by computer screens. The computer screens should be moved or the fire extinguisher



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Baseball Field

Priority: Medium

Description: Defective or damaged fencing can present a hazard for potential injury. Defective or damaged chain link fence should be repaired or replaced to reduce these hazards.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Baseball Field

Priority: Medium

Description: The large hole in the field presents an elevated trip hazard. Uneven field surfaces should be repaired to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Behind Technical Bldg

Priority: Medium

Description: Raised or cracked sections of asphalt/concrete present a trip hazard and should be repaired to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Business Bldg Room 203

Priority: Medium

Description: This room was not locked and was unattended. Rooms that are unattended should be locked to deter theft and unauthorized student entry.

Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Campus Center Bldg Associated Student Government Room 215

Priority: Medium

Description: 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Campus Center Bldg Bookstore

Priority: Medium

Description: Compressed gas cylinders should always be secured in a manner to keep them in the upright

position with very little room to move with a strong securing device such as a chain, strap or clamp.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Campus Center Bldg Storage -C

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC - Playground Slide and Swing

Priority: Medium

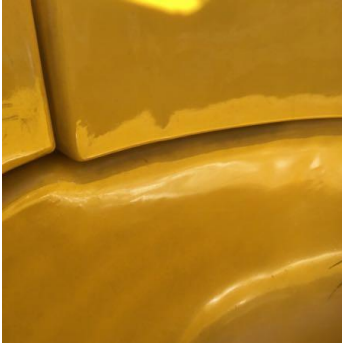
Description: Exposed weed barrier material presents an elevated trip hazard and should be covered or repaired to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC - Playground Slide and Swing

Priority: Medium

Description: Gaps between the slide bed and the transition platform or between slide sections present an entanglement hazard. Gaps between the slide bed and transition platform or between slide sections should be eliminated to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC - Room A

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC - Room B

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC Laundry Room

Priority: Medium

Description: Hazardous chemicals and cleaning products should not be stored in areas that are accessible to children. The chemicals were stored on the counter top by where they change the babies. Chemicals should be stored in an inaccessible area.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC Room 3

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and

passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC- Classrooms

Priority: Medium

Description: A plug in air freshener was observed in the room. Plug in air fresheners present a fire hazard and should be removed from the classroom.

Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC-Room 1

Priority: Medium

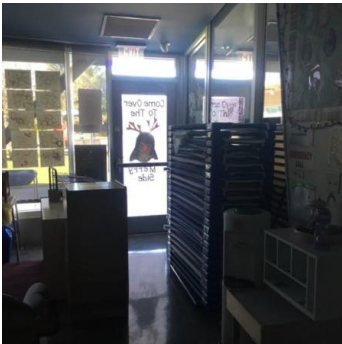
Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - CDC-Room 4

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Drainage Outside HLS Bldg

Priority: Medium

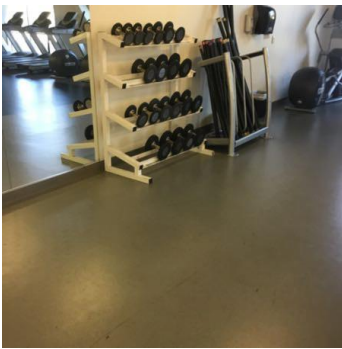
Description: Standing water presents an elevated slip hazard. Standing water can also become stagnate which presents elevated health hazards. Grading or drainage should be improved to reduce the hazards associated with standing water. Draining issue



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Gym Fitness Room 136

Priority: Medium

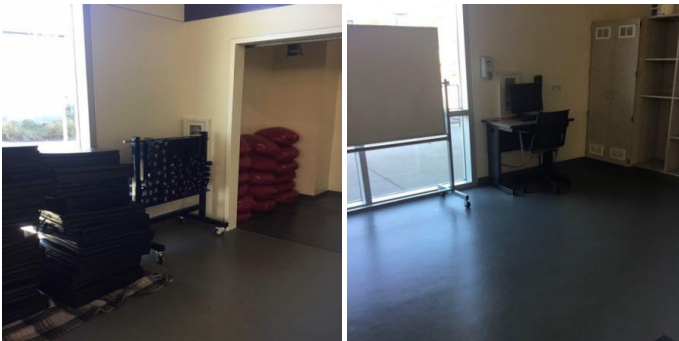
Description: Free weight storage racks should be secured in a manner that prevents accidental tipping.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Gym Fitness Room 136

Priority: Medium

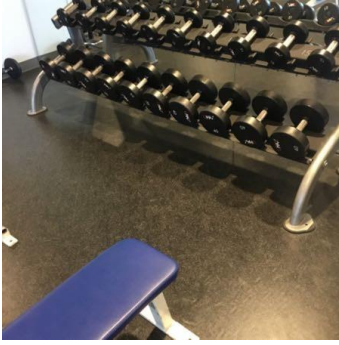
Description: Clear access to the fire extinguisher should be maintained at all times. Items should not be placed in front of the fire extinguisher.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Gym Weight Room 101

Priority: Medium

Description: Free weight storage racks should be secured in a manner that prevents accidental tipping.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Gym-Electrical Room

Priority: Medium

Description: A minimum 36" clearance zone should be maintained around the electrical panel(s) at all times. Excessive or improper storage of items near the electrical panel(s) may lead to inaccessibility, an increased risk of fire, and may impact the lifespan of the electrical equipment.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - HLS Bldg - HLS Classroom 235

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - HLS Bldg - HLS Room 131

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - HLS Bldg Greenhouse

Priority: Medium

Description: Ladders should be stored secured in a manner that prevents tipping.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Liberal Arts Bldg Disabled Student Programs and Services 105

Priority: Medium

Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Library

Priority: Medium

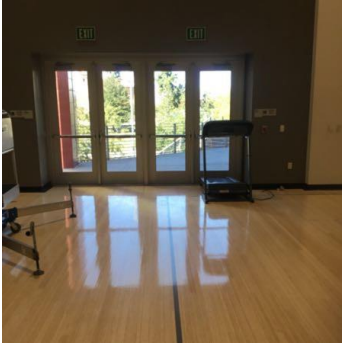
Description: The system trouble and/or system silence lights were lit on the main fire alarm panel. The fire alarm system should be operational at all times.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Main Gym 203

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Maintenance and Operations Breakroom

Priority: Medium

Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.

Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Maintenance and Operations Center Area

Priority: Medium

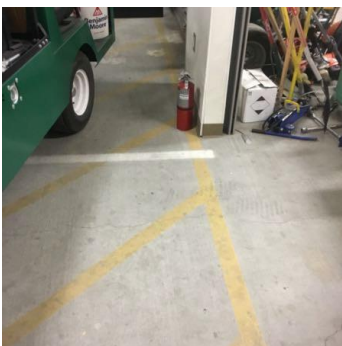
Description: Electric space heaters with exposed elements present an elevated risk of fire. Any electric space heater with exposed elements should be removed from the area. Electric liquid-filled radiator heaters with a UL rating are a lower-risk alternative to exposed element space heaters. However, no portable heater should be left on while unattended.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Maintenance and Operations Grounds

Priority: Medium

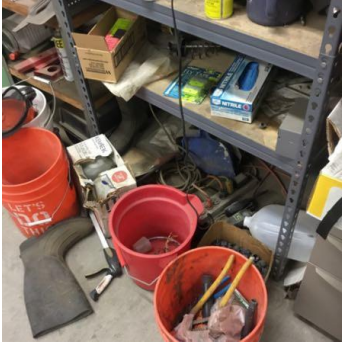
Description: Portable fire extinguishers should be wall mounted in an easily accessible location. The distance between fire extinguishers should be no more than 75'.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Maintenance and Operations Grounds

Priority: Medium

Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Maintenance and Operations Grounds

Priority: Medium

Description: 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Media and Communication Audio Control Mc 151

Priority: Medium

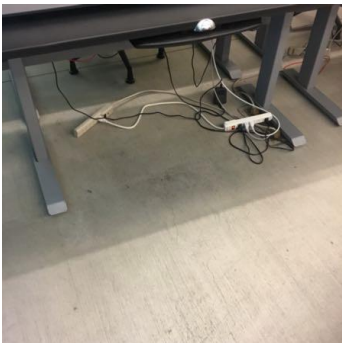
Description: Some of the ceiling tiles in this area are water-stained. The cause of the water stain should be identified and repairs should be made if necessary. The damaged tile should then be replaced.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg Music Lab NH 216

Priority: Medium

Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg Music Lab NH 216

Priority: Medium

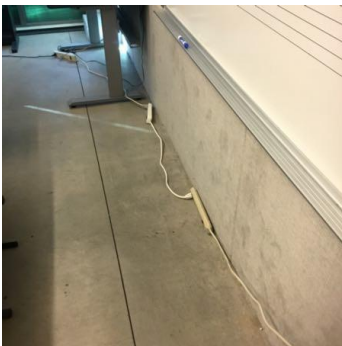
Description: Electrical cords on the floor creates a trip hazard in this area. The cords should be rerouted or covered with a cord cover/protector to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg Music Lab NH 216

Priority: Medium

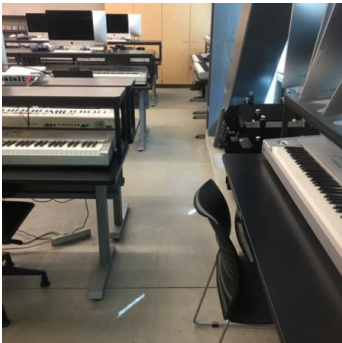
Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg Music Lab NH 216

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - North Hall Bldg NH 221

Priority: Medium

Description: This room was not locked and was unattended. Rooms that are unattended should be locked to deter theft and unauthorized student entry.

Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg - Lecture Room 1/288

Priority: Medium

Description: The broken chair should be repaired or replaced to eliminate any potential hazards.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg - Student Success Center PS 121

Priority: Medium

Description: Electrical cords on the floor creates a trip hazard in this area. The cords should be rerouted or covered with a cord cover/protector to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg - Student Success Center PS 121

Priority: Medium

Description: The plastic transition was coming up creating a trip hazard. The plastic transition should be repaired or replaced to reduce this hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Bldg Geology Ocean Teaching Lab 219

Priority: Medium

Description: 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - PS Building - Organic Instruction Lab PS 311

Priority: Medium

Description: 1. The container of chemicals was uncovered. The container should be provided with an appropriate cover or be replaced with a new container with closure. The contents should be kept safely covered or be properly disposed. 2. The contents of the unlabeled container(s) should be determined and the container(s) properly labeled. Labeling should include substance name, major hazard, precautionary statements, the name and address of the manufacturer or supplier, a harmonized signal word and pictogram.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Soccer Fields

Priority: Medium

Description: Deteriorating seats or other degraded components on bleachers should be repaired or replaced according to manufacturer guidelines and recommendations.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Student Health Service Electrical Room 110

Priority: Medium

Description: A minimum 36" clearance zone should be maintained around the electrical panel(s) at all times. Excessive or improper storage of items near the electrical panel(s) may lead to inaccessibility, an increased risk of fire, and may impact the lifespan of the electrical equipment.

Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Student Health Service Room 115 Breakroom

Priority: Medium

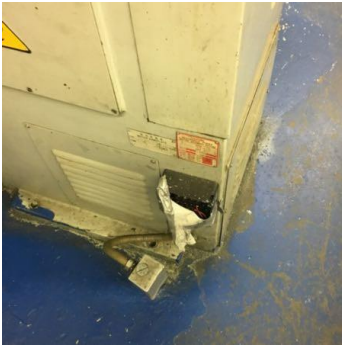
Description: Clear access to the roof ladder should be maintained at all times. Items should not be placed in front of the roof access ladder.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

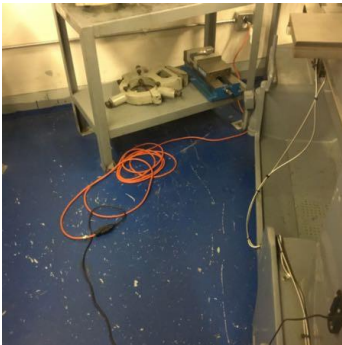
Description: The missing/damaged cover on the machine presents an elevated risk of fire. Damaged electrical covers should be replaced to reduce this risk.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

Description: 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

Description: 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

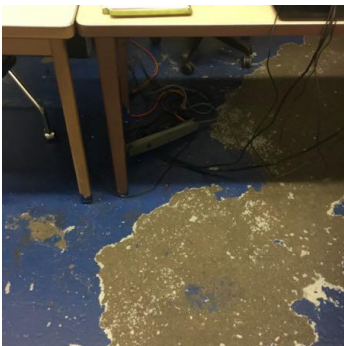
Description: Clear access to the fire extinguisher should be maintained at all times. Items should not be placed in front of the fire extinguisher.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

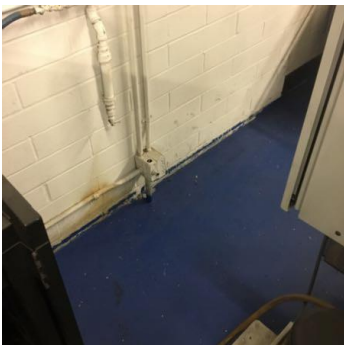
Description: Connecting extension cords and/or multi outlet power strips end-to-end presents an elevated risk of fire or circuit overload.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

Description: Electric junction and/or switch boxes that have open holes should be replaced with solid boxes -or- the holes should be plugged with approved blanks to reduce the electric shock hazard.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Machine Lab T111A

Priority: Medium

Description: 1. 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. 2. Chemicals should be stored at or below eye level to allow safe handling of chemicals. If this is not possible and higher storage is required, then an appropriately sized sturdy ladder, stool or portable step should be provided.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg - Welding T112B

Priority: Medium

Description: A minimum 36" clearance zone should be maintained around the electrical panel(s) at all times. Excessive or improper storage of items near the electrical panel(s) may lead to inaccessibility, an increased risk of fire, and may impact the lifespan of the electrical equipment.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Bldg By T112A

Priority: Medium

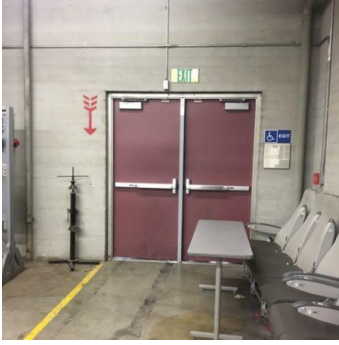
Description: The system trouble and/or system silence lights were lit on the main fire alarm panel. The fire alarm system should be operational at all times.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Aeronautic Lab T114A

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Aeronautic Lab T114A

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Aeronautic Lab T114A

Priority: Medium

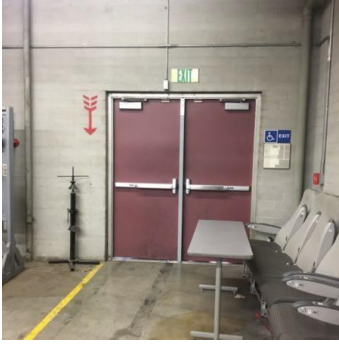
Description: Benchtop and pedestal-mounted equipment such as grinders, miter saws, and drill presses should be secured to a bench or the floor to prevent tipping.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Electronics T107A

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - HVAC/Refrigeration Lab T126

Priority: Medium

Description: The 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: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - HVAC/Refrigeration Lab T126

Priority: Medium

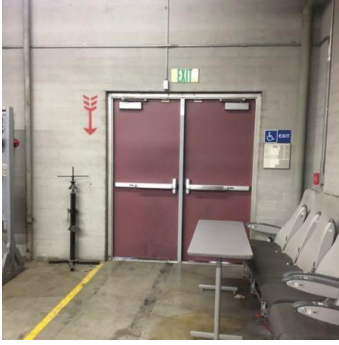
Description: Ladders should be stored secured in a manner that prevents tipping.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - HVAC/Refrigeration Lab T126

Priority: Medium

Description: Aisles and passageways were obstructed which could impede emergency egress. Aisles and passageways should be kept clear at all times and have a minimum width of 30 inches.



Location: San Bernardino Community College - SAN BERNARDINO VALLEY COLLEGE - Technical Building - Welding Back Lab T121

Priority: Medium

Description: The Insulation was damaged and repaired with duct tape on the electrical power cord which creates an electrical shock hazard. The power cord should be replaced with proper working power cords.

