



COLORADO

Division of Environmental Health & Sustainability

Department of Public Health & Environment

A School's Quick Guide to a Successful Inspection

Schools and health departments share a common goal – to provide a safe and healthy environment for students and teachers. Achieving that goal is made possible by partnering with your school inspector to ensure that inspections can be as efficient and effective as possible. Here are some tips you can follow to help make that happen:

1. **Schedule the inspection ahead of time.** Work with your inspector to schedule the inspection at least 2 weeks in advance to ensure that disruptions to learning are minimized and that your school will not be on a scheduled break or conducting standardized testing. Although not absolutely necessary, key faculty from science, art, and vocational programs should be available for discussion at some point during the inspection. Inspections can be scheduled during scheduled breaks as long as key faculty will be present.
2. **Designate a school representative to walk with the inspector.** Ensure that there will be a school staff member available to walk through the inspection who has access to all areas of the school including chemical storage rooms and cabinets. This will generally be the maintenance or facilities staff.
3. **Communicate inspection schedule and expectations with faculty.** Ensure all staff are made aware of the inspection schedule ahead of time to avoid unnecessary disruptions and confusion among staff. The inspector may have questions for staff and may need to review documents used in classrooms such as chemical hygiene plans.
4. **Prepare the necessary documentation for review at the time of inspection.** The following records should be located in advance and made available for review during the inspection:
 - Radon test results. Include documentation of your testing plan if testing was conducted internally by the school.
 - The most recent update to the asbestos management plan or documentation of school construction with asbestos free building materials.
 - Documentation of annual or monthly testing of carbon monoxide alarms.
 - A current list of emergency services with telephone numbers.
 - Records of quarterly bacteriological samples from the previous 12 months (only required for schools with drinking water supply that does not meet definition of a public water system).
 - A plan that addresses operating during periods of extreme temperature as it related to indoor air (only required for schools that do not have a modern HVAC system).
 - A list of persons currently certified in Standard First Aid and Cardio Pulmonary Resuscitation (CPR).
 - Documentation that all students are either up-to-date on their immunizations, In-process, or exempt.
 - A written all hazards plan for handling disasters, including large outbreaks.
 - A written plan with common procedures for handling medical emergencies.

- ❑ A current list of emergency services with telephone numbers.
 - ❑ A written plan for Automated External Defibrillators (AED) (only required for schools that have AED unit(s)).
 - ❑ The most recent inspection report and documentation of any ongoing or completed compliance related activities.
 - ❑ Copies of chemical inventories from all areas of the school that store chemicals.
 - ❑ Copies of safety data sheets (SDS) for all chemicals.
 - ❑ Copies of chemical hygiene plans for all areas of the school using chemicals (only required for schools with science laboratories, and/or advanced art or vocational classrooms/shops).
 - ❑ Documentation of annual testing of all emergency and safety equipment including chemical fume hoods, local exhaust ventilation units, and (only required for schools with science laboratories, and/or advanced art or vocational classrooms/shops).
5. **Tackle compliance issues by developing a plan of action.** After the inspection, meet with necessary staff to review noted violations and work together to create a corrective action plan that outlines estimated timelines and necessary steps required to fix the violations. Work with your inspector to ensure your proposed timelines will work. Resources are available to help with compliance including a chemical hygiene plan template and a guidance document for complying with the Colorado school regulations.
- Chemical hygiene plan template:
https://drive.google.com/file/d/1FEEKIL8ahP06gUUWzL7370S_nAPqr44v/view
 - Guidance document for complying with the Colorado school regulations:
<https://www.colorado.gov/pacific/cdphe/general-guidance>
6. **Jump back into compliance.** Implement your plan of action and check in with staff on the progress being made. Immediately contact your inspector if an unexpected delay has popped up and additional time will be required.
7. **Catch up on new training opportunities.** There are several online training courses available for free to help you and your staff gain a better understanding of the school regulations and how you can provide a safe and healthy school environment for your students. Check out the link provided below for more information:
<https://www.colorado.gov/pacific/cdphe/schools-training>
8. **Refresh your knowledge of the Colorado school regulations.** It's always a good idea to go back through the Colorado school regulations periodically to double check that you are in compliance. Every few years, small changes can be made to the regulations so make sure to stay up to date. Here's a link to the most current version of the Colorado school regulations:
<https://www.colorado.gov/pacific/cdphe/general-guidance>