



School Building Inspection Procedure

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.032
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Maintenance Steward: Environmental Health Supervisor in Charge of Generalist Programs History: New Revised Archived

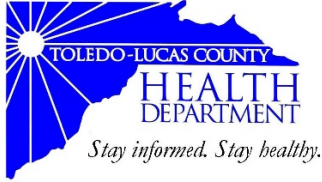
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor’s Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/> _____ Health Commissioner	08-03-17 Date
<input checked="" type="checkbox"/> _____ Director of Environmental Health & Community Services	8/3/2017 Date



School Building Inspection Procedure

I. Scope

This procedure applies to all generalist sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide generalist sanitarians with an understanding of the expectations and processes that are required to conduct thorough inspections of K-12 school buildings.

III. Background

School buildings are regulated by the Ohio Department of Health (ODH) with recommendations provided by TLCHD under the *Minimum Standards for School Inspections as Set Forth by the Toledo-Lucas County Health Department*. Ohio Revised Code (ORC) Chapter 3707.26 states that the local board of health shall conduct sanitary inspections of schools on a semiannual basis.

IV. Provisions/Procedures

A. Standard Inspection

1. Standard school building inspections shall be conducted a minimum of twice per school year per regulations outlined in Ohio Revised Code (ORC) Chapter 3707.26.
2. Conduct school building inspection per recommendations outlined by the *Minimum Standards for School Inspections as Set Forth by the Toledo-Lucas County Health Department*.
3. Record all recommendations and/or observations on an inspection form.
4. Review all recommendations and/or observations with operator/representative and obtain signature.
5. Provide copy of inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD school file.
7. Update appropriate Excel inspection tracking sheet on the G: Drive.

B. Re-Inspection

1. A re-inspection shall be conducted if an imminent threat to public or environmental health is observed during the standard inspection or when deemed necessary by the sanitarian in order to ensure compliance.
2. Record all recommendations and/or observations on inspection form.
3. Review all recommendations and/or observations with operator/representative and obtain signature.
4. Provide copy of inspection report to operator/representative.
5. Place copy of inspection report in appropriate TLCHD school file.
6. Update appropriate Excel inspection tracking sheet on the G: Drive.

C. Complaint Inspection

1. Conduct a complaint inspection once an official HealthSpace complaint is received.
2. Complaint inspections shall focus on the highlighted issue(s) on the official HealthSpace complaint.
 - a. A complaint inspection may be considered a standard inspection if all additional requirements for a standard are completed.
3. Record all recommendations and/or observations on an inspection form.
4. Review all recommendations and/or observations with operator/representative and obtain signature.
5. Provide copy of inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD file.
7. Update appropriate Excel inspection tracking sheet on the G: Drive.
8. Make any necessary comments to the official HealthSpace complaint and file copy of complaint report in the appropriate TLCHD school file.

D. Consultation

1. A consultation may be requested by the sanitarian or by the operator/representative.

2. Consultations are to be used as a time to discuss questions and/or concerns related to the school building.
3. During a consultation, a standard inspection does not need to be completed.
4. A record of the consultation shall be made on an inspection form and a copy placed in the appropriate TLCHD school file.

E. Note

1. In the event that an immediate threat or hazard to human health is observed by the sanitarian, the Environmental Health Supervisor or Environmental Health Director shall be contacted as soon as possible.

V. Maintenance

A. Review

1. The *School Building Inspection* standard operating procedure is to be reviewed every five (5) years or when updates are made to the *Minimum Standards for School Inspections as Set Forth by the Toledo-Lucas County Health Department* or when the Ohio Department of Health (ODH) updates Chapter 3707.26 of the Ohio Revised Code (ORC) to ensure compliance with both agency and accreditation standards.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

Record of Change
(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By