



**Los Angeles County  
Office of Education**



# **Principal's Toolkit** **for** **“Good Repair” of Facilities**

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## **INTRODUCTION AND A NOTE FROM LACOE'S SCHOOL COMPLIANCE UNIT:**

From a Facilities standpoint, "Williams Legislation" requires that all schools be kept in "Good Repair" defined as "clean, safe, and functional". This toolkit was developed specifically for the schools that are inspected as part of the Williams Legislation, however it does contain information that is applicable to all schools so that you can be in compliance with the Legislation.

The following pages include our recommendations for good repair, specifics on what a Williams Facility Inspector is looking for in each space of a school, an illustration of a classroom where you are given the opportunity to identify common "deficiencies" and other resources on how the school environment correlates with the students' ability to learn.



# The Condition of Facilities Impacts Academic Performance!



- Elinor Simons, et al, "*The Impact of School Building Conditions on Student Absenteeism in Upstate New York*," American Journal of Public Health, September 2010.



- Stephen Boese and John Shaw, "*New York State School Facilities and Student Health, Achievement, and Attendance: A Data Analysis Report*," Healthy Schools Network, Inc., 2005.

- James Maurice Blincoe, "*The Age and Condition of Texas High Schools as Related to Student Academic Achievement*," doctoral dissertation, University of Texas at Austin, 2008.



- David Branham, "*The Wise Man Builds His House Upon the Rock: The Effects of Inadequate School Building Infrastructure on Student Attendance*," Social Science Quarterly, 2004.

# Recommendations for Maintaining Good Repair

The information below will assist everyone, including teachers and school administrators, in checking for good repair of facilities at their own schools. This list identifies examples of potential deficiencies and it provides tips for checking for good repair.

We **recommend** the list be provided to staff periodically during the course of the academic year and specifically prior to any facilities safety inspection or Williams Facility visit.

Examples of deficiencies and tips include, but are not limited to the following:

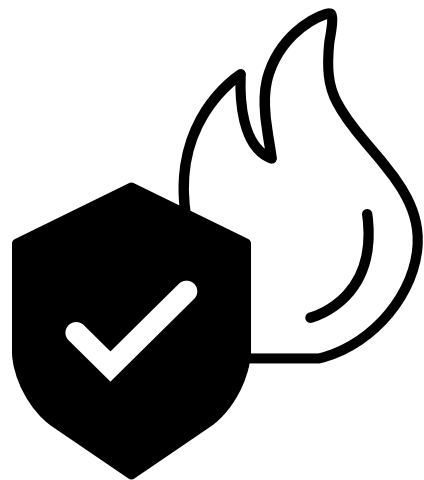
## FOR TEACHERS:

- Maintain overall cleanliness and safety in the classroom:
  - Do not store ANY items on top of cabinets or tall bookcases. These are all fall hazards.
  - Maintain clear exit aisles. Relocate furniture if necessary.
  - Keep all exit doors clear.
  - Keep all emergency exits clear and have them properly labeled. This includes relocating all tables, filing cabinets and bookcases from in front of emergency exits. The only exception is built-in cabinetry or short bookcases secured to the wall that would not fall over in the event of an earthquake.



# Recommendations for Maintaining Good Repair (continued)

- Avoid excessive clutter in the classroom. This includes excessive amounts of recyclables.
- Use proper procedures regarding hazardous chemicals:
  - Remove all chemicals from the classroom. This includes anything labeled “Keep Out of Reach of Children”. If you wish to store a district approved chemical or cleaning product, keep it in a locked cabinet. The only exception to this is Hand Sanitizers.
  - Remove all aerosols and pesticides from classrooms.
  - Chemical storage rooms must be locked at all times, especially those that are between classrooms where students may have access. No exceptions.
- Observe good fire and life safety practices:
  - Keep fire extinguishers properly mounted. Keep clear access to fire extinguishers.
  - Do not cover or try to muffle fire alarms and/or strobe lights
  - \*Only use extension cords temporarily and ensure they are no longer than six feet.*
  - \*Do not daisy-chain extension cords with other extension cords or surge protectors.*
  - Tidy all computer wires in classrooms so that they do not pose a trip hazard.
  - \*Do not place electrical cords under rugs or tape electrical cords to the floor. This can pose a fire hazard. It is recommended that you use approved electrical cord covers.*
  - Do not cover electrical outlets with any type of wallpaper or cloth. Do not plug cords into covered electrical outlets.
  - Do not hang objects from light fixtures or fire sprinklers.
  - \*Do not use plug-in air fresheners. These could potentially start fires.*
  - Do not keep lit candles in classrooms.
  - If appliances are used, make sure they are secured so as not to fall over or slip off surfaces. Do not stack appliances on top of one another.



# Recommendations for Maintaining Good Repair (continued)

- Control environmental issues as much as possible:
  - Maintain normally accepted ranges of interior temperature.
  - Do not obstruct heating, ventilating or air conditioning units or vents.
- Visibly post a copy of the current Uniform Complaint Procedure.
- Observe something, report it. Turn in Work Orders promptly.
- School staff, on all levels, take ownership and pride in the school they are assigned.
- Everyone is accountable for their sites overall cleanliness and upkeep, not just custodial.
- Facility issues and upkeep are a topic for discussion at schools all staff meeting.
- Report deficiencies found within your classroom or school premises to appropriate custodial staff or administrators. Examples of deficiencies include, but are not limited to, the following:
  - Broken pipes or odor from gas leaks
  - Inoperable or flickering lights
  - Inoperable electrical outlets
  - Inoperable mechanical systems
  - Dirty/dusty vents and grills in ventilation unit
  - Sewer odors
  - Animal odors
  - Excessive peeling or chipping paint
  - Broken or missing ceiling tiles
  - Damaged flooring that represents a tripping hazard
  - Broken glass/windows
  - Doors and gates that are not functioning and pose a security threat
  - Evidence of pest or vermin infestation
  - Evidence of mold
  - Roof leaks
  - Graffiti

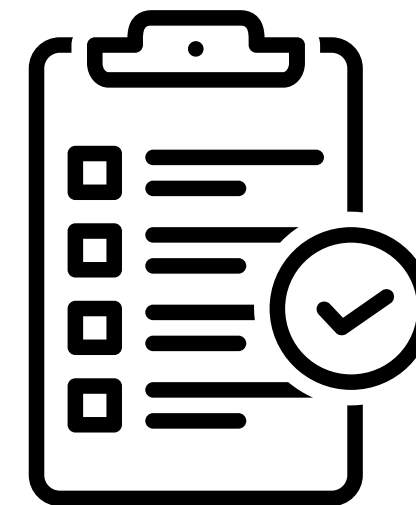




# Recommendations for Maintaining Good Repair

## FOR PRINCIPAL/SITE ADMINISTRATIVE STAFF:

- Ensure that the Uniform Complaint Procedure is posted in every classroom.
- Make the Uniform Complaint Procedure Form is accessible in the school front office.
- Maintain overall campus and common areas:
  - Keep waste containers emptied and trash containers closed and secured.
  - Properly clean lavatory facilities and keep them stocked with restroom supplies.
  - Keep all drinking fountains clean.
  - Remove broken glass.
  - Store cleaning materials in proper storage location.
- Assist teachers in maintaining classroom environment:
  - Provide help to teachers in relocating furniture to clear exit aisles and emergency exits.
  - Replace non-operating ballasts or light fixtures.
  - Clean dirty/dusty air supply vents and grills in classroom and offices.
  - Regularly review these Recommendations for Maintaining Good Repair at staff meetings.
- Report critical issues in writing to district Maintenance & Operations Department such as:
  - Ventilation units that are inoperable, or generating excessive noise or vibrations
  - Roof leaks
  - Major pest or vermin infestations
  - Damaged ramps
  - Damaged or inoperable windows/doors/gates
  - Structural damage observed in ceiling, walls and floors
  - Gas leaks
  - Electrical power failure
  - Sewer problems
  - Damaged or inoperable emergency alarms/fire suppression systems



# What We Look For In a Classroom

**Walls**  
(Surfaces, Windows)



- HVAC
- Electrical  
(Outlets, Extension Cords)
- Fire  
Extinguishers
- UCP Postings

**Ceilings**  
(Tiles, Light, Sprinkles)

**Storage Issues**  
(Overhead, Clutter, Hazardous  
Materials)

**Sinks/Fountains**

**Floors**  
(Carpet, Tiles)



# What We Look For In a Lab

**Chemical Storage Issues**  
(Clutter, Unsecured  
Chemicals)

**Sinks/Faucets**

**Flooring**

**Ceilings**  
(Tiles, Light)

**Walls**  
(Surfaces, Windows)

**Gas/Water  
Outlets**

**Electrical**  
(Outlets, Extension Cords)





# What We Look For In a Restroom

- Overall Cleanliness

**Walls**  
(Surfaces, Windows)

**Ceilings**  
(Tiles, Light)

**Partitions, Doors**

**Supplies**  
(Soap, Toilet Paper, Towels)

**Floors**  
(Tiles, Drains)

**Fixtures**  
(Functioning Sinks, Toilets,  
Urinals)





# What We Look For In a Auditorium

- Restrooms
- Fire Extinguishers/  
Sprinklers

**HVAC**  
(Climate Comfort, Vents)

**Walls**  
(Surfaces, Windows)

**Exit Signs**

**Floors**  
(Carpet, Tiles)

**Ceilings**  
(Tiles, Light)

**Stage**  
(Access, Clutter and  
Storage)

**Seating**





# What We Look For In a Locker Room

- Cleanliness
- HVAC  
(Climate Comfort, Vents)

**Ceilings**  
(Tiles, Light)

**Attached  
Showers/Restrooms**

**Flooring**

**Walls**  
(Surfaces, Windows)

**Lockers/Benches**





# What We Look For In a Shop

## HVAC

(Climate Comfort, Vents)

## Electrical

(Outlets, Extension Cords)

## Storage Issues

(Clutter, Hazardous Materials,  
Tanks, Drums, Cans of Fuel)

- Equipment Safety
- Sinks/Fountains
- Fire Extinguishers/  
Sprinklers

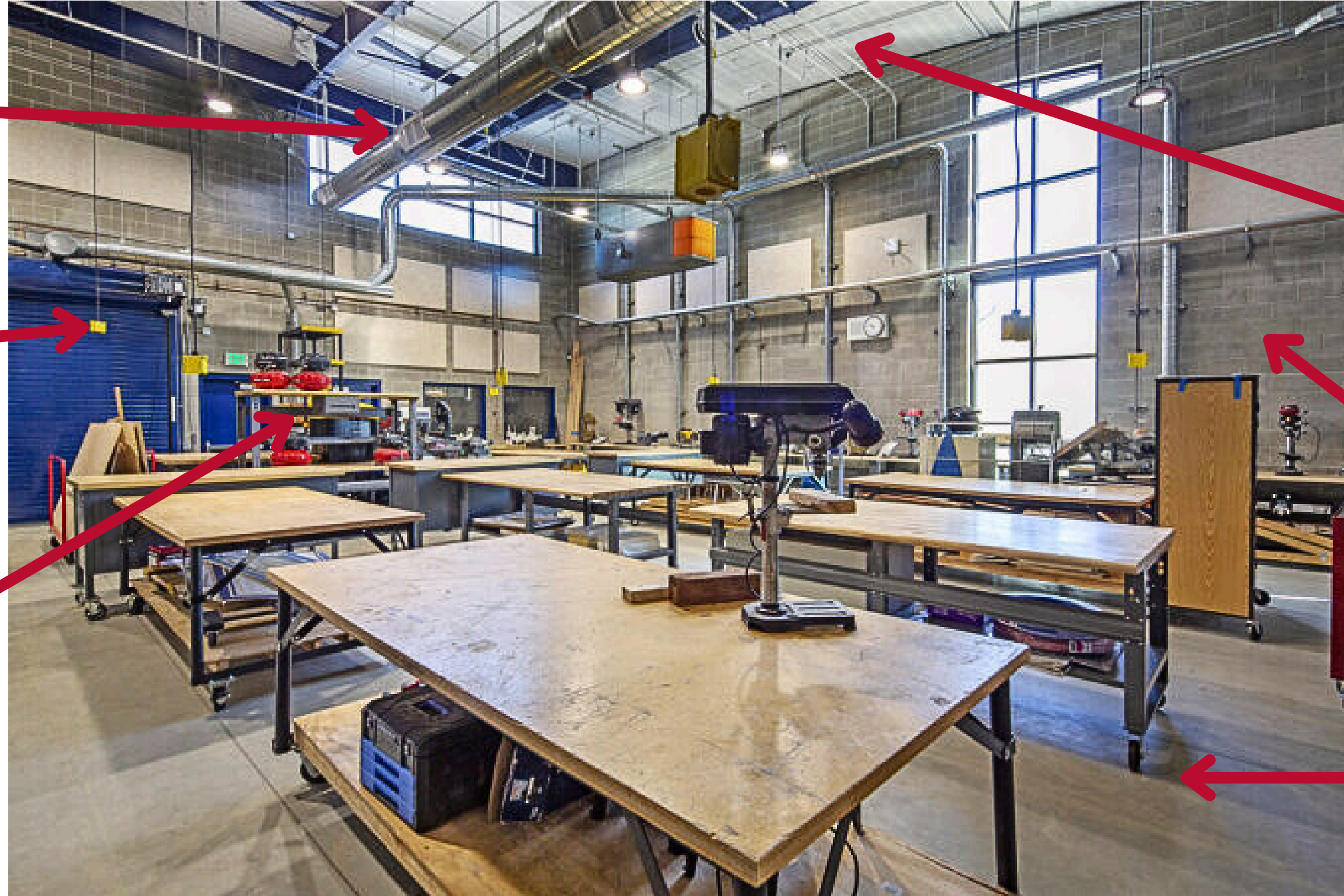
## Ceilings

(Tiles, Light)

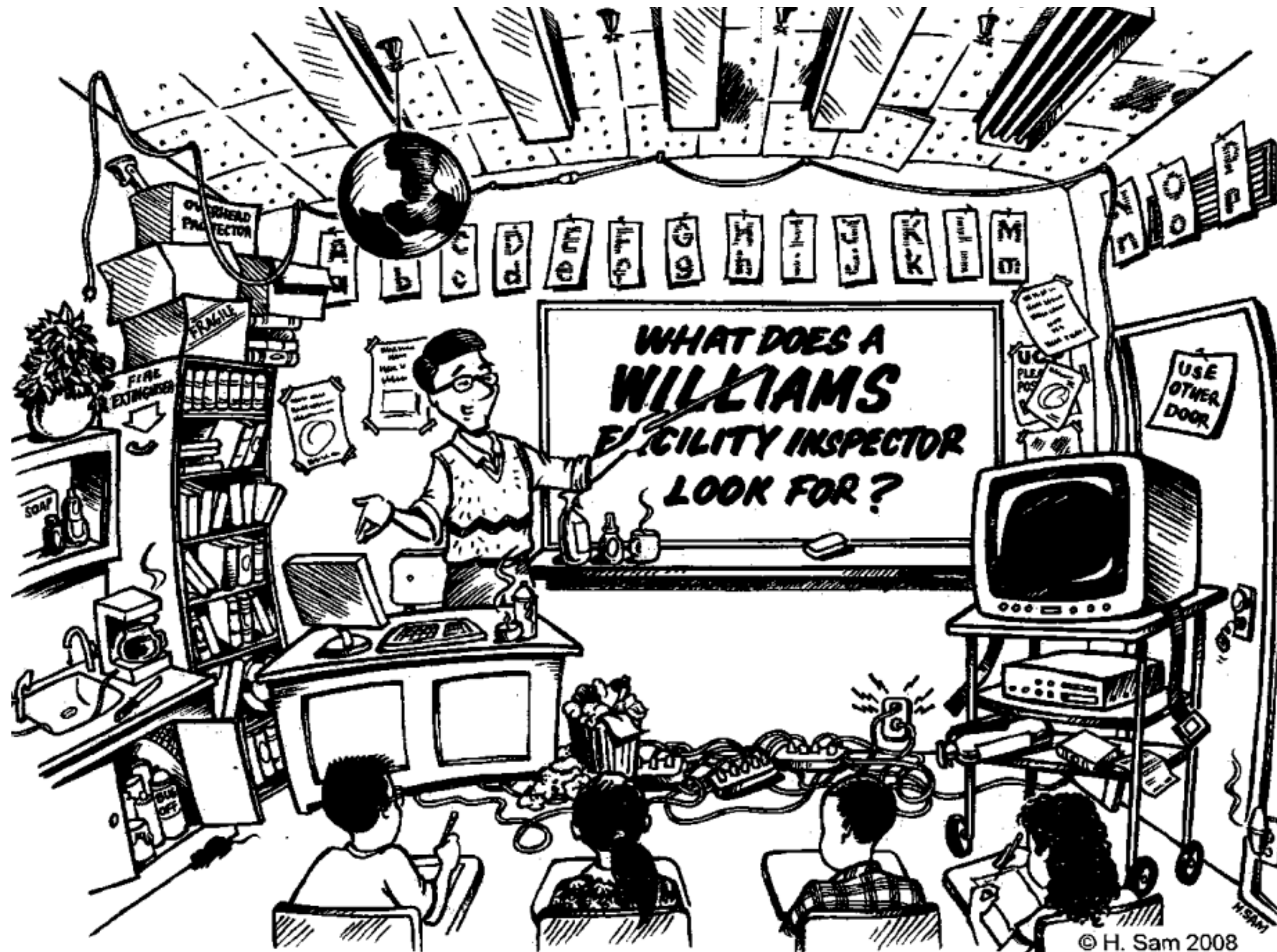
## Walls

(Surfaces, Windows)

## Flooring



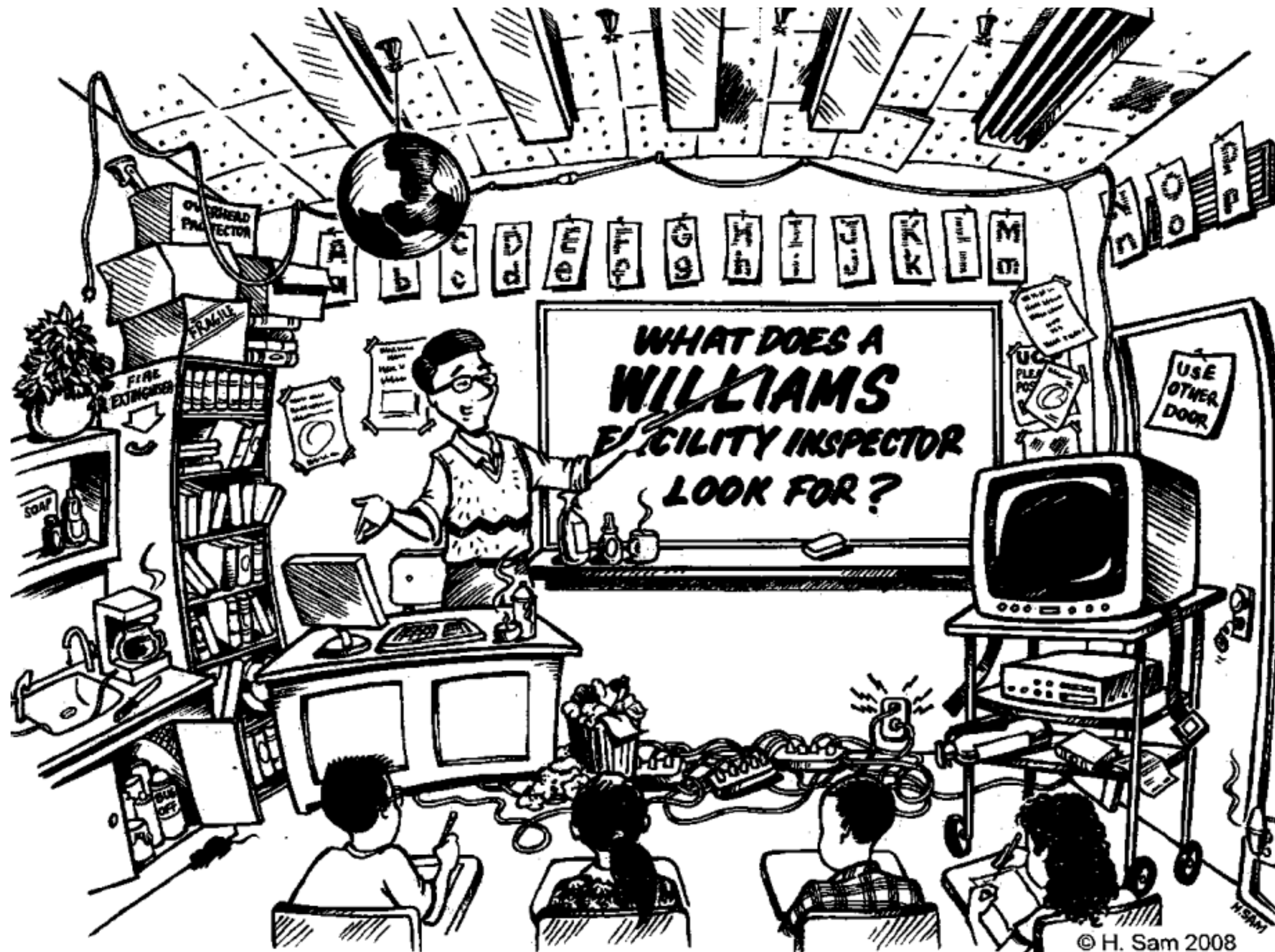
This is a illustration representing common **deficiencies** found in a classroom. How many can you identify?



Answer: 21 deficiencies







# ANSWERS:

1. Object hanging from sprinkler
2. Electrical cord draped across wall and ceiling
3. Vent blocked with art
4. Stained ceiling tiles
5. Loose ceiling tiles
6. Missing fire extinguisher
7. Overhead items stacked on top of bookshelf
8. Cleanser, bug spray in reach of children
9. Aerosol present
10. Candle present
11. UCP notice blocked
12. Door blocked
13. Electrical item (coffee pot) on edge of sink with cord in sink
14. Knife present
15. Rodent
16. Electrical cords are daisy chained
17. Doorknob missing
18. Plug in air freshener
19. Trash overflowing
20. Light fixture lens is missing
21. TV not strapped down

# State Audit

## Commonly Found Deficiencies



- Daisy-chained cords
- Fire extinguishers: missing, uncharged, not serviced or blocked
- Cleaning supplies labeled “Keep Out Of Reach Of Children” are not locked up
- Roof leaks
- Interior Surface Issues: torn carpeting, damaged tile, water damage, wall damage, missing ceiling tiles
- Cleanliness issues such as dust build-up and dirty walls

The screenshot shows the California State Auditor's website. At the top is the state seal and the text "California STATE AUDITOR". To the right is a search bar with the text "Search" and a magnifying glass icon, and a link "Search Audit Report Archives (1993-2023)". Below the header is a navigation menu with "About Us", "Reports", "Whistleblower", and "Careers". The main content area features a large image of a yellow mop bucket and a red fire extinguisher. Below the image is the report title "2023-122 Custodial Staffing and Cleanliness Standards" with the subtitle "Significant Maintenance Deficiencies at Some Schools May Place Students' Safety and Learning at Risk". The report is dated "November 19, 2024" and has the report number "2023-122". On the left side of the report page, there is a section titled "In This Report:" with links to "Summary", "Introduction", and "Issues".

[2023-122 Custodial Staffing and Cleanliness Standards](#)



# Additional Resources

## FIT Checklist



## LACOE School Compliance Website



## CASH FIT Guidebook



# Additional Resources

## Inspection Schedule



Week	Inspection Date	first_second	Scheduled Inspector	District Name	LAUSD ESC	LAUSD CPM	School Name	CD
WEEK 1	08/19/2024	1st	Anthony Vallo	Pomona Unified			Emerson Middle	1
WEEK 1	08/19/2024	2nd	Anthony Vallo	Pomona Unified			Barfield (C. Joseph) Elementary	1
WEEK 1	08/21/2024	1st	Anthony Vallo	Eastside Union Elementary			Cole (Gifford C.) Middle	1
WEEK 1	08/21/2024	2nd	Anthony Vallo	Eastside Union Elementary			Columbia Elementary	1
WEEK 1	08/21/2024	1st	Jake Ramos	Los Angeles Unified (LAUSD)	West	Joe Pizano	Virginia Road Elementary	1
WEEK 1	08/21/2024	1st	Laura Verbryck	Los Angeles Unified (LAUSD)	South	Sergio Gudino	Cabrillo Avenue Elementary	1
WEEK 1	08/22/2024	1st	Anthony Vallo	Los Angeles Unified (LAUSD)	South	Emmanuel Lao	Wilmington Middle	1
WEEK 1	08/22/2024	2nd	Anthony Vallo	Los Angeles Unified (LAUSD)	South	Emmanuel Lao	Normont Elementary	1
WEEK 1	08/22/2024	1st	Jake Ramos	Los Angeles Unified (LAUSD)	Central	Mario Chacon	Marguerite Poindexter LaMotte Elementary	1
WEEK 1	08/22/2024	2nd	Jake Ramos	Los Angeles Unified (LAUSD)	Central	Mario Chacon	Dr. James Edward Jones Primary Center	1
WEEK 1	08/22/2024	1st	Laura Verbryck	Lynwood Unified			Rosa Parks Elementary	1
WEEK 1	08/22/2024	2nd	Laura Verbryck	Lynwood Unified			Washington Elementary	1
WEEK 1	08/23/2024	1st	Anthony Vallo	Hacienda la Puente Unified			La Puente High	1
WEEK 1	08/23/2024	1st	Jake Ramos	Los Angeles Unified (LAUSD)	East		Academia Moderna	1
WEEK 1	08/23/2024	2nd	Jake Ramos	Los Angeles Unified (LAUSD)			PREPA TEC - Los Angeles	1
WEEK 2	08/26/2024	1st	Jake Ramos	Los Angeles Unified (LAUSD)	Northeast	Robert Lucas	Osceola Street Elementary	1
WEEK 2	08/26/2024	2nd	Jake Ramos	Los Angeles Unified (LAUSD)	Northwest		Valor Academy Middle	1
WEEK 2	08/28/2024	1st	Jake Ramos	Downey Unified			Imperial Elementary	1
WEEK 2	08/28/2024	2nd	Jake Ramos	Paramount Unified			Roosevelt (Theodore) Elementary	1
WEEK 2	08/28/2024	1st	Laura Verbryck	ABC Unified			Aloha Elementary	1
WEEK 2	08/28/2024	2nd	Laura Verbryck	Paramount Unified			Collins (Captain Raymond) Elem	1
WEEK 2	08/29/2024	1st	Jake Ramos	Los Angeles Unified (LAUSD)	East	Samuel Ruiz	Albion Street Elementary	1
WEEK 2	08/29/2024	1st	Laura Verbryck	Centinela Valley Union High			Lawndale High	1
WEEK 2	08/30/2024	1st	Anthony Vallo	Rowland Unified			iQ Academy California-Los Angeles	1
WEEK 2	08/30/2024	2nd	Anthony Vallo	West Covina Unified			CAVA - California Virtual Academy @ Los Ar	1
WEEK 2	08/30/2024	1st	Jake Ramos	Baldwin Park Unified			Sierra Vista High	1
WEEK 2	08/30/2024	1st	Laura Verbryck	Lynwood Unified			Hosler Middle	1
WEEK 3	09/04/2024	1st	Laura Verbryck	Los Angeles Unified (LAUSD)	South		KIPP Empower Academy	1
WEEK 3	09/05/2024	1st	Anthony Vallo	Los Angeles Unified (LAUSD)	Northwest	Ronald Rackliffe	Northridge Middle	1
WEEK 3	09/05/2024	1st	Laura Verbryck	Long Beach Unified			Gant Elementary	1

# **Connect with us**

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