

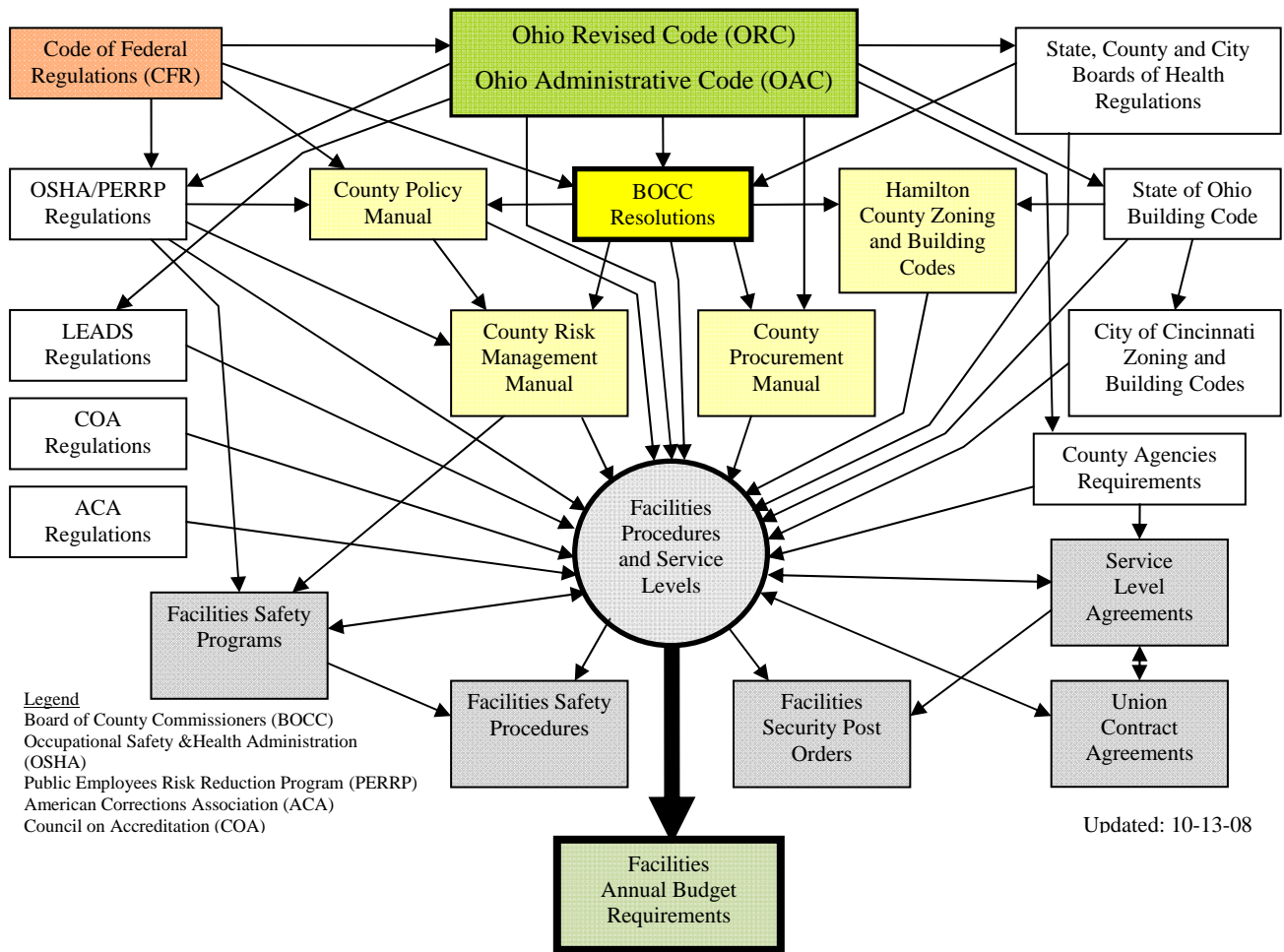
2009 Non-Mandated Expenditures Department Response

DEPARTMENT: COUNTY FACILITIES
 DEPARTMENT HEAD: Ralph Linne
 OCA TITLE: 060080 Hillcrest

Hamilton County departments and agencies have the opportunity to respond and provide insight to the Office of Budget and Strategic Initiatives (BSI) initial assessment as to non-mandated services. This response form should be used for each specific BSI assessment; not a general response for entire department. Take as much space as necessary for each question.

1. Are there elements of the BSI non-mandated services that you believe are mandated? If so, provide the specific Ohio Revised Code (ORC) citation, Code of Federal Regulation (CFR) and/or relevant case law information. Please be especially diligent if there is a specific service or staffing level prescribed by law.

Below is a Flow Chart showing the Laws, Rules, and Agreements which determine the budget and staffing levels for the Hamilton County Facilities Department (HCFD).



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The Director of County Facilities feels that **ALL SERVICES AND STAFFING**, provided under this OCA, are required in order to support the maintenance and renovation of BOCC own facilities at this location, below are several sections of the ORC which clearly states this.

ORC 305.16 states "The board of county commissioners may employ a superintendent, and such watchmen, janitors, and other employees as are necessary for the care and custody of the court house, jail, and other county buildings, bridges, and other property under its jurisdiction and control."

ORC 307.92 states "As used in sections 307.86 to 307.91, inclusive, of the Revised Code, "contracting authority" means any board, department, commission, authority, trustee, official, administrator, agent, or individual which has authority to contract for or on behalf of the county or any agency, department, authority, commission, office, or board thereof."

ORC 305.18 states "Each county officer or department head shall make an inventory, on the second Monday in January of each year, of all the materials, machinery, tools, and other county supplies under the jurisdiction of such county officer or department head. Such inventory shall be a public record, made in duplicate, and one copy shall be filed with the clerk of the board of county commissioners and one copy with the county auditor."

ORC 2151.65 states "Upon the advice and recommendation of the juvenile judge, the board of county commissioners may provide by purchase, lease, construction, or otherwise a school, forestry camp, or other facility or facilities where delinquent children, as defined in section 2152.02 of the Revised Code, dependent children, abused children, unruly children, as defined in section 2151.022 of the Revised Code, or neglected children or juvenile traffic offenders may be held for training, treatment, and rehabilitation."

SERVICE LEVEL REQUIREMENTS FOR SCHOOL

OAC 3701-54-02 states

"(A) The purpose of the school inspection rules is to provide minimum standards and procedures for inspection of schools to identify conditions within the school building and grounds that may be injurious to the safety or health of building occupants. The rules shall establish a consistent application of inspection standards and procedures throughout the state.

(B) The scope of the rules for school inspections shall include inspection of all areas of school buildings and associated grounds. The inspection shall include a review of documentation that the school has inspected for dangerous products and conditions, including recalled products, identified by the board of health using the list supplied by the director."

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OAC 3701-54-06 States "School grounds and building exterior inspections.

(A) School grounds and building exterior inspections shall include the following areas:

(1) School grounds and building exterior:

- (a) All buildings shall be in general good repair;
- (b) Schools shall abide by the engine idling time policies developed in accordance with paragraph (O) of rule 3301-83-20 of the Administrative Code. In determining loading and unloading areas, schools shall consider proximity to air intakes, building entrances and exits;
- (c) Vehicles or gas-powered equipment, with the exception of vehicles used by the school for student transportation, shall not idle near outside air intakes, building entrances or exits or where students are loading and unloading;
- (d) Vehicle use areas, including bus loading and unloading areas, and pedestrian walkways shall be clearly marked;
- (e) No trip hazards shall be present and grounds shall be maintained in a clean, orderly and sanitary condition with no litter;
- (f) There shall be no evidence of standing water or drainage problems on the grounds adjacent to the building that may contribute to water intrusion into the building or to mosquito breeding;
- (g) There shall be no evidence on the building of water damage or of conditions that may cause water intrusion into the building;
- (h) There shall be no contaminant sources near outside air intakes and air intakes shall be protected by screens, louvers or other filtering devices;
- (i) Gutters, downspouts, scuppers and storm drains shall be properly connected and shall show no signs of obstruction;
- (j) Walls and windows shall be intact with no signs of cracking, blistering or peeling paint or signs of condensation or water intrusion, including but not limited to, suspected mold;
- (k) There shall be no paint, roofing materials or other sealants or coatings applied during occupied periods without the use of exposure control methods;
- (l) The roof of a school shall be inspected by a qualified individual once a year, following severe weather, as determined by the school, and when otherwise deemed necessary. Severe weather means any weather event that could damage the roof or lead to water intrusion including, but not limited to, damaging wind, hail, lightning, ice damming or heavy rain. Qualified individual, as used in this paragraph, means an individual familiar with the design, installation and maintenance of roofing systems. If the heating, ventilating and air conditioning system is located on the roof, the qualified individual must also be familiar with the operation and maintenance of the heating, ventilating and air conditioning system or this system must be inspected by a differently qualified individual. The school shall have documentation for the sanitarian at the time of the inspection that includes the following:

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(i) A current drawing of the roof that indicates the location of all roof top items of interest including:

- (a) Heating, ventilation and air conditioning unit(s);
- (b) Exhaust vents notated with type and height of stack; and
- (c) Roof drains.

(ii) A copy of the "Ohio Department of Health Roof Inspection Form" for each inspection conducted since the last inspection by the board of health.

(2) Playgrounds:

(a) Students shall not be allowed to use the playground during school hours without staff supervision;

(b) All playground equipment shall be in good repair;

(c) Surfacing in the use zones of playground equipment, specified in this rule, shall be maintained according to the chart below:

Maximum height (in feet) of equipment or of highest play surface based on minimum amount (in inches) of surfacing material present

See Chart at http://www.registerofohio.state.oh.us/pdfs/3701/0/54/3701-54-06_PH_FF_N_RU_20070917_1004.pdf

(d) Use zones around slides, swings and stationary equipment shall be free of obstructions and shall be of the following dimensions:

(i) Slides – at the base of the slide, height of platform plus four feet (not required to exceed fourteen feet) and a six foot radius from all other parts of the slide;

(ii) Swings – twice the height of the swings (from the surfacing material to the pivot point of the swing) in front and back and a six foot radius from the sides of the swing structure; and

(iii) Stationary equipment – six feet in all directions.

(e) Equipment shall not have any openings between three and one half inches and nine inches in size;

(f) Equipment components shall not have any protruding bolts or separations that could cause the entanglement of a portion or portions of the body, clothing, jewelry, or other items that may result in the strangulation or dismemberment of the user.

The school shall make available to the sanitarian, at the time of inspection, any and all reports from inspections done of the playground;

(3) Solid waste disposal areas:

(a) Trash, recycling and compactor containers shall be in good repair;

(b) Trash, recycling and compactor containers and surrounding areas shall be clean and located away from outdoor air intakes;

(c) Trash and recycling containers shall be equipped with lids and the lids shall cover the containers when not in use;

(d) Trash compactors shall have enclosed hoppers with safety interlocks and have key operation; and

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(e) Trash, recycling, and compactor containers shall show no evidence of attracting pests.

(4) Outdoor athletic facilities:

(a) The school shall have all bleachers, folding and telescopic seating, and grandstands inspected at least once annually by a qualified person. Qualified person as used in this paragraph means an individual familiar with the design, installation, operation and maintenance of folding and telescopic bleachers and grandstands. Documentation of annual inspection shall be available to the sanitarian at the time of the school inspection;

(b) There shall be no areas of standing water; and

(c) Athletic equipment shall be stored properly to prevent water collection and discourage rodent harborage.

OAC 3701-54-07 states "School indoor environments inspections.

(A) All school indoor environments inspections shall include the following:

(1) There shall be a five-step or fifteen foot walk off mat at all entry points into the building. If the area cannot accommodate a fifteen foot mat, the mat should be as long as the area will accommodate;

(2) Doors shall be properly installed and maintained to fit tightly in their frame. Exterior doors shall have no cracks, gaps, or other visible openings that would all the entry of insects or other pests into the building;

(3) Indoor environments shall be sanitary with no signs of moisture, water damage or water intrusion, including but not limited to suspected mold, on any interior surface;

(4) There shall be no evidence of pests or obvious food sources for pests;

(5) Furniture and toys shall be cleanable, clean and in good repair;

(6) There shall be no excessive accumulation of chalk or marker dust and markers shall be low or no volatile organic compound emitting;

(7) Portable banquet tables, cafeteria tables and other portable furniture items, when not in a position intended for use, shall be stored in a manner that is inaccessible to students or shall be secured to the wall or floor to prevent injuries from tipping. Heavy furniture items shall be moved only by authorized personnel;

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(8) *Televisions and heavy equipment that may pose a hazard by tipping or falling shall be securely anchored to a cart, wall or floor and shall be moved only by authorized personnel;*

(9) *Free standing or mobile shelving shall not pose a tip-over hazard and shall be moved only by authorized personnel;*

(10) *Chemicals and cleaning products used in the classrooms shall be inaccessible to all students with the exception of chemicals used during classroom instruction. Material safety data sheets shall be available for chemicals or cleaning products not provided by the school;*

(11) *Walls shall have paint and plaster intact with no visible bowing or evidence of cracks or damage;*

(12) *Floors:*

(a) Floors shall be sanitary and dry with no tripping hazards;

(b) Carpeting and vinyl cushion tufted textile shall be sanitary, dry and secure to the floor and not installed in vestibules and corridors within fifteen feet of all building entrances or in areas prone to moisture accumulation or proximate to moisture sources, including but not limited to locker rooms, restrooms, and spaces adjacent to sinks; and

(c) Area rugs shall be sanitary and in good repair.

(13) *Ceilings shall be present, intact and sanitary with no water damage, stains, suspected mold or chipping or peeling paint;*

(14) *Window panes and frames shall be clean, intact and properly caulked and glazed;*

(15) *Heating, ventilation and air conditioning systems shall:*

(a) Have the thermostatic controls set to operate the fan continuously during occupied periods;

(b) Not have any excessive noise, vibration or odor from any system component;

(c) Not have any suspected mold or other debris on any system component;

(d) Have air filtration media in central air handling units and unit ventilators with a "Minimum Efficiency Rating Value" (MERV) of seven or greater;

(e) Have unobstructed air supply grills or outlets and air return grills or inlets with no rigged baffles, deflectors or barriers affixed; and

(f) Provide adequate ventilation to prevent reasonable health complaints and to remove or dilute contaminants within the capacity of the system.

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(16) School environmental health and safety inspections may include assessment of temperature and relative humidity which should be kept, within the capacity of the heating, ventilating and air conditioning system installed in the building, in accordance with appendix A to this rule;

(17) Animal(s) in the building shall be managed in the following ways:

(a) There shall be no excessive accumulation of animal waste in animal containers or cages;

(b) Animal containers or cages shall be equipped with properly fitting lids;

(c) Hand washing facilities shall be available and immediately used when animals are handled;

(d) Animals shall not be permitted to roam in the school building, except for therapy animals or animals that are used for assistance;

(e) Animals shall not be permitted on surfaces where food or drink is prepared or consumed;

(f) The following types of animals shall not be permitted:

(i) Nonhuman primates;

(ii) Rabies vector species, including racoons, bats, skunks, coyotes, or fox;

(iii) Wolves or wolf-dog hybrids;

(iv) Aggressive or unpredictable animals;

(v) Stray animals with unknown health and vaccination history;

(vi) Venomous or toxin-producing spiders, insects, reptiles, and amphibians;

(vii) Dogs, cats and ferrets under sixteen weeks of age; and

(viii) Dogs, cats and ferrets that are not current on rabies vaccinations.

(g) In addition to the animals listed in paragraph (A)(18)(f) of this rule, the following animals are not permitted in classrooms with children under five years of age:

(i) Ferrets;

(ii) Reptiles and amphibians; and

(iii) Chicks, ducklings and hatching eggs.

(h) All animal feed shall be in tightly sealed and labeled containers and separate from human food.

(18) Plumbing fixtures:

(a) All plumbing fixtures shall be in good repair;

(b) Drinking fountain streams shall crest a minimum of one inch above the mouth guard of the fountain;

(c) Schools shall have and implement a flushing protocol where lead pipes or lead-lined storage wells may be in use; and

(d) All sinks shall be maintained in accordance with paragraphs (F)(1) to (F)(5) of rule 3701-54-09 of the Administrative Code.

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(19) *Diapering facilities, if existing or upon installation:*

(a) *Hand washing facilities shall be available in rooms where restroom assistance is provided;*

(b) *Diapering facilities shall be sanitary and in good condition. Elevated diapering facilities shall be properly guarded to prevent falls.*

(20) *Lighting shall be provided at the proper level of foot-candles, as found in Appendix B of this rule, in all areas of the school building and shall be equipped with guarding when appropriate;*

(21) *There shall be no excessive noise in the school building so as to create hearing hazards or disrupt classroom instruction;*

(22) *Box and stand fans shall be properly guarded, clean and equipped with electrical cords that are maintained in good repair. Ceiling fans shall be clean and in good repair; and*

(23) *Stand alone laser pointers shall not be permitted on school grounds or in school buildings.*

(B) *Hallways and stairwells:*

(1) *There shall be no storage of furniture or other items in the hallway or stairwells that may impede egress from the building; and*

(2) *Stair treads and handrails shall be secure and in good repair.*

Appendix A. Acceptable Temperature and Humidity Zone – See Figure at

http://www.registerofohio.state.oh.us/pdfs/3701/0/54/3701-54-07_PH_FF_N_APP1_20070917_1004.pdf

Appendix B. Lighting Levels - See Table at

http://www.registerofohio.state.oh.us/pdfs/3701/0/54/3701-54-07_PH_FF_N_APP2_20070917_1004.pdf

OCA 3701-54-08 States “Specialty classroom inspections.

(A) *Inspection of science classrooms shall include the following:*

(1) *All doors to the science classroom shall be locked when the classroom is not occupied;*

(2) *Staff shall be present while the room is occupied;*

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- (3) *Master gas shutoff valve shall be clearly labeled, easily accessible in the classroom and immediately operable by staff;*
- (4) *Food and drinks shall be prohibited in the classroom, storage room and other areas where chemicals are used or stored;*
- (5) *There shall be no elemental mercury or thermometers, barometers or other portable devices containing elemental mercury in the classroom or storage room;*
- (6) *There shall be no excessive accumulation of dust or sediment on any surfaces;*
- (7) *Personal protective equipment shall be in good repair and available for use when appropriate according to the safety plan;*
- (8) *Fume hoods shall be in use when hazardous airborne contaminants are generated as part of classroom activities. Fume hoods shall be properly maintained in accordance with manufacturer's instructions and inspected annually. Documentation of all maintenance and inspections shall be readily available upon inspection;*
- (9) *There shall be no use of asbestos containing materials;*
- (10) *Hand washing facilities shall be available in the classroom and shall be supplied as required in paragraphs (F)(1) to (F)(5) of rule 3701-54-09 of the Administrative Code. Laboratory sinks may fulfill this requirement, if properly supplied;*
- (11) *Hazard communication shall be in accordance with the following:*
- (a) All containers of chemicals used in the classroom shall be properly labeled, with the exception of containers used during an immediate classroom period; and*
 - (b) Material safety data sheets shall be accessible to staff for all classroom chemicals.*
- (12) *Chemical storage shall be in accordance with the following:*
- (a) Chemical storage rooms and chemical storage cabinets shall be inaccessible to students or locked while not in use;*
 - (b) A comprehensive chemical inventory list and disposal log shall be present and immediately accessible to staff;*
 - (c) Chemicals shall be stored according to chemically compatible families and shall be properly labeled;*
 - (d) Acids and bases shall be stored in separate, dedicated cabinets;*
 - (e) Nitric acid shall be stored separately from all other acids;*
 - (f) All flammable or combustible and corrosive liquids shall be stored separately, in approved cabinets and properly labeled;*

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(g) Shelves or shelving units for chemical storage shall be in good repair, adequately supported, have anti-roll lips and shall be secured to the wall or floor;

(h) Chemical storage rooms may be vented with a mechanical exhaust system. If an exhaust system is present, it shall operate continuously;

(i) No chemicals from appendix A to this rule shall be used or stored in the classroom;

(j) Chemicals shall not be stored in fume hoods, on floors or above user's line of sight;

(k) Refrigerators used for chemical storage or specimen storage should be marked with a UL label which states the model is listed as a laboratory refrigerator; and

(l) Food and drinks shall not be stored in refrigerators storing chemicals or specimens.

(13) Emergency showers and eyewash stations shall be operational, unobstructed and located within ten seconds of all workstations. Eyewash stations shall have at least fifteen minutes of continuous water flow with adequate pressure and shall be capable of flushing both eyes simultaneously. Documentation that emergency showers and eyewash stations have been tested monthly shall be available upon inspection;

(14) First aid and chemical spill kits shall be appropriately supplied and immediately accessible to staff.

(15) Schools that dispose of chemicals shall have an acid neutralization tank installed on the premises. The acid neutralization tank shall be inspected once yearly by a qualified individual, familiar with the design and maintenance of such systems, to determine performance of the system and to assure chemicals do not enter the sanitary sewer system without treatment. A schematic or drawing showing the location of the tank shall be maintained in each school building and shall be readily available to the sanitarian upon inspection as well as documentation of the yearly inspection.

(B) Inspection of the visual arts classrooms shall include the following:

(1) All doors to the classroom shall be locked when the classroom is not occupied;

(2) Staff supervision shall be present while the room is occupied;

(3) If gas is used in the classroom, the master gas shutoff valve shall be clearly labeled and easily accessible in the classroom and immediately operable by staff;

(4) Food and drinks shall be prohibited in the classroom;

(5) There shall be no use or storage of the following items:

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- (a) Dry or powdered pigments or dry or powdered clays;*
- (b) Highly toxic pigments or paints;*
- (c) Materials containing heavy metals;*
- (d) Highly toxic solvents;*
- (e) Solvent based inks or markers that are not “Art and Creative Materials Institute” (ACMI) approved; and*
- (f) Asbestos containing materials.*

(6) Solvents shall not be used in elementary classrooms unless an AP label from ACMI is present. Solvents used in secondary education classrooms shall be covered or capped during instructional or activity periods and when not in use and shall be properly labeled;

(7) There shall be no excessive accumulation of dust or sediment on any surfaces;

(8) Personal protective equipment shall be in good repair and available for use when appropriate according to the safety plan;

(9) Aerosol sprays shall be used under local exhaust systems, while using the appropriate personal protective equipment and under staff supervision;

(10) Local exhaust systems shall be in use when hazardous airborne contaminants are generated as part of classroom activities. Local exhaust systems shall be properly maintained in accordance with manufacturer’s instructions and inspected annually. Documentation of all maintenance and inspections shall be readily available upon inspection;

(11) Kilns shall have local exhaust systems and shall be used under staff supervision;

(12) Hand washing facilities shall be in the classroom and shall be supplied as required in paragraphs (F)(1) to (F)(5) of rule 3701-54-09 of the Administrative Code. For elementary education classrooms, hand washing facilities may be located in close proximity to the classroom;

(13) Hazard communication shall be in accordance with paragraph (A)(11) of this rule;

(14) Chemicals shall be stored in accordance with paragraph (A)(12) of this rule;

(15) Eyewash stations shall be operational, unobstructed and located within ten seconds of all work stations. Eyewash stations shall have at least fifteen minutes of continuous water flow with adequate pressure and be capable of flushing both eyes simultaneously. Documentation that eyewash stations have been tested monthly shall be available upon inspection. Elementary school art classrooms,

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where there is art instruction for only elementary school students, are exempt from the requirement for an eyewash station; and

(16) First aid and chemical spill kits shall be appropriately supplied and immediately accessible to staff.

(C) Inspection of the industrial arts classrooms shall include the following:

(1) All doors to the industrial arts classroom shall be locked when the classroom is not occupied;

(2) Staff supervision shall be present while the room is occupied;

(3) Master gas shutoff valve and master electrical shutoff switch shall be clearly labeled, easily accessible in the classroom and immediately operable by staff;

(4) Aisles shall be unobstructed;

(5) There shall be no trip, fall or tipping hazards;

(6) Food and drinks shall be prohibited in the classroom;

(7) There shall be no use or storage of the following items:

(a) Dry or powdered pigments or dry or powdered clays;

(b) Highly toxic pigments or paints;

(c) Materials containing heavy metals;

(d) Highly toxic solvents;

(e) Solvent based inks or markers that are not ACMI approved;

(f) Asbestos containing materials; and

(g) Western red cedar woods.

(8) Solvents shall be labeled appropriately and used according to labeling;

(9) There shall be no excessive accumulation of dust, wood dust or sediment on any surfaces;

(10) Compressed air shall not be used for cleaning purposes;

(11) Personal protective equipment shall be in good repair and available for use when appropriate according to the safety plan;

(12) Aerosol sprays shall be used under local exhaust systems, while using the appropriate personal protective equipment and under staff supervision;

(13) Local exhaust systems shall be in use when hazardous airborne contaminants are generated as part of classroom activities. Local exhaust systems shall be maintained as required in paragraph (B)(10) of this rule;

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(14) Welding shields or screens shall be present, in good repair and available for use during welding;

(15) A written safety plan shall be available;

(16) Equipment shall be maintained according to the following methods:

(a) Equipment shall be in general good repair;

(b) Guards on blades, belts or other devices shall be operational, secure and in place when equipment is in use;

(c) Control switches, including emergency shut off switches, shall be accessible to any person in the classroom;

(d) Equipment placement shall not impede egress from the classroom;

(e) Equipment that poses a tipping hazard shall be securely anchored;

(f) All electrical cords, including extension cords, shall be in good condition with no damage or fraying; and

(g) There shall be no use of ungrounded extension cords or use of extension cords for permanent equipment.

(17) Hazard communication shall be in accordance with paragraph (A)(11) of this rule;

(18) Chemicals shall be stored in accordance with paragraph (A)(12) of this rule;

(19) First aid and chemical spill kits shall be appropriately supplied and immediately accessible to staff;

(20) Electrical switches and electrical outlets shall be in good repair;

(21) Emergency showers and eyewash stations shall be operational, unobstructed and located within ten seconds of all workstations. Eyewash stations shall have at least fifteen minutes of continuous water flow with adequate pressure and shall be capable of flushing both eyes simultaneously. Documentation that emergency showers and eyewash stations have been tested monthly shall be available upon inspection; and

(22) Hand washing facilities shall be in the classroom and shall be supplied as required in paragraphs (F)(1) to (F)(5) of rule 3701-54-09 of the Administrative Code.

(D) Inspection of the stage and set construction areas shall include the following:

(1) Designated stage and set construction areas shall comply with paragraphs (B) and (C) of this rule.

(E) Inspection of the music rooms shall include the following:

(1) Mouthpieces for shared instruments shall not be used by more than one student.

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(F) Inspection of the family and consumer science rooms shall include the following:

(1) First aid kits shall be accessible to staff in the event of an emergency;

(2) There shall be no mercury-containing thermometers in use;

(3) All food products shall be stored off the floor and in sealed containers and there shall be no evidence of pests;

(4) All appliances shall be clean and in good repair, and a non-mercury containing thermometer shall be used to accurately reflect the temperature of the refrigerator. The refrigerator shall maintain food product temperature at an internal temperature of forty-one degrees Fahrenheit or below; and

(5) Sinks shall be maintained as required in paragraphs (F)(1) to (F)(5) of rule 3701-54-09 of the Administrative Code.

OAC 3701-54-09 States "Administrative and Non-classroom inspection areas.

(A) Inspection of the auditoriums and student dining areas shall include the following:

(1) All risers, platforms, and guardrails shall be in good repair and shall be structurally intact;

(2) The edge of the stage shall be clearly marked or elevated;

(3) Stage curtains shall be in good repair, clean and fire resistant;

(4) Portable cafeteria tables, banquet tables and other portable furniture shall be stored according to paragraph (A)(7) of rule 3701-54-07 of the Administrative Code;

(5) The cafeteria tables shall be cleaned and sanitized between each use; and

(6) Floors shall be cleaned after spills and after periods when food is served.

(B) Inspection of the library/media centers shall include the following:

(1) There shall be no accumulation of dust, suspected mold or other material on books or shelves;

(2) Televisions and heavy equipment that may pose a hazard by tipping or falling shall be securely anchored to a cart, wall or floor and shall be moved only by authorized personnel; and

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(3) Shelving shall be secured according to paragraph (A)(9) of rule 3701-54-07 of the Administrative Code.

(C) Inspections of the indoor athletic facilities shall include the following:

(1) All gym equipment and associated loose furnishings shall be safe, sanitary and in good repair;

(2) Cleaning supplies shall be readily available for use under staff supervision;

(3) Appropriate protective matting shall be provided; and

(4) The school shall have all bleachers, folding and telescopic seating, and grandstands inspected at least once annually by a qualified person. Qualified person as used in this paragraph means an individual familiar with the design, installation, operation and maintenance of folding and telescopic bleachers and grandstands. Documentation of annual inspections shall be available to the sanitarian at the time of the school inspection; and

(5) Indoor aquatic facilities shall be in compliance with the requirements in Chapter 3701-31 of the Administrative Code.

(D) Inspection of locker rooms shall include the following:

(1) Hot and cold running water shall be supplied to all faucets and showers that are operational;

(2) Restroom facilities shall comply with the requirements for restrooms in paragraph (F) of this rule;

(3) There shall be no evidence of sustained water condensation, water damage, or water intrusion, including but not limited to suspected mold, on any surface;

(4) Operational showers shall not be used for storage; and

(5) Operational showers used by students shall have non-slip mats or non-slip surfacing in the vicinity of showers where wet floors may pose a slip hazard.

(E) Inspection of training or weight lifting rooms shall include the following:

(1) Weightlifting equipment and benches shall be sanitary and in good repair;

(2) Therapeutic whirlpools shall be sanitary, in good repair and the area shall be equipped with an operable exhaust fan; and

(3) Cleaning supplies shall be readily available for use under staff supervision.

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(F) Inspection of restrooms shall include the following:

- (1) All plumbing fixtures shall be sanitary, operable, properly supplied and in good repair;*
- (2) Sinks supplied by automatic or low-flow fixtures shall provide a continuous flow of water for at least ten seconds;*
- (3) Hand washing sinks shall be provided with hand cleaning liquid, powder, or bar soap and individual, disposable towels, continuous towel system that supplies the user with a clean towel or a heated-air hand drying device;*
- (4) Tempered water shall be available at all sinks;*
- (5) Hand-washing posters shall be posted and visible from all sinks;*
- (6) Toilet tissue shall be available at each toilet;*
- (7) Floors shall be clean and dry;*
- (8) Adequate waste receptacles shall be conveniently located;*
- (9) Exhaust fans shall be operable and continually operating while the building is occupied; and*
- (10) Diapering facilities shall be sanitary and in good condition. Elevated diapering facilities shall be properly guarded to prevent falls.*

(G) Inspection of custodial closets shall include the following:

- (1) The custodial closet shall be inaccessible to unauthorized individuals;*
- (2) Existing exhaust fans shall be operated continuously;*
- (3) All sinks shall be equipped with backflow prevention devices;*
- (4) All containers of chemicals shall be properly labeled; and*
- (5) Material safety data sheets (MSDSs) shall be readily accessible to staff for all hazardous chemicals used or stored in the custodial closet.*

(H) Inspection of mechanical rooms shall include the following:

- (1) All doors to the mechanical room shall be locked;*

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(2) Annual boiler inspection certificate shall be on file and available for inspection by the sanitarian;

(3) All flammable or combustible liquids shall be stored in an approved flammable storage cabinet;

(4) Floors shall be free of slip, trip and fall hazards; and

(5) There shall be no storage of items that inhibit or restrict routine maintenance or cleaning.

(I) Inspection of attics, mezzanines, basements and crawl spaces shall include the following:

(1) There shall be no evidence of roof or plumbing leaks or other sources of water on any surface in the attic, mezzanine, basement or crawl space; and

(2) There shall be no animal or insect nests, waste or debris present in the attic, mezzanine, basement or crawl space.

(J) Inspection of water and waste water treatment systems shall include the following:

(1) If a school or school district owns, operates or manages the drinking water or waste water systems for a school building, the school or school district shall be in compliance with any applicable regulations of the Ohio environmental protection agency and the Ohio department of health and shall provide documentation of compliance to the sanitarian upon inspection.

(K) Inspection of the healthcare area shall include the following:

(1) The areas used for student healthcare shall have:

(a) A toilet and sink adjacent to the area and not used by the general student population;

(b) A cot and mattress with waterproof cover;

(c) Access to a telephone; and

(d) Locked storage for medications as required by section [3313.713](#) of the Revised Code, except when other law allows for the carrying and self administration of medication by the student.

(2) The areas used for student healthcare shall have the following equipment and durable supplies:

(a) A current first aid reference document;

(b) A sharps container when sharps disposal is necessary; and

(c) A non mercury containing thermometer. When sphygmomanometers are present they shall be non mercury containing.

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(L) Inspection of the administrative areas shall include the following:

(1) All appliances used in a break room shall be clean and in good repair; and

(2) All food in break rooms shall be properly stored to limit attraction of pests. Refrigerators in break rooms shall not be used for storage of chemicals or specimens.

(M) School rules and protocols: Each school building administrator shall have available upon inspection, administrative rules or protocols regarding the following topics:

(1) Dangerous or recalled products in accordance with paragraph (C) of rule 3701-54-05 of the Administrative Code;

(2) Radon testing. The school shall have a radon rule or protocol and evidence that the school has been built radon resistant or has been tested for radon within the past five years;

(3) Asbestos. The schools shall have an asbestos management plan which includes evidence of inspection for asbestos within three years, evidence of periodic surveillance within the past six months and a copy of the yearly written notice to the public referencing asbestos inspection and the availability of the asbestos management plan for review;

(4) School-wide safety or crisis management plan in accordance with section [3313.536](#) of the Revised Code which provides a protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators and that includes providing immediate notification to the appropriate fire department and board of health in the event of any spill or release of a hazardous substance on school grounds.

(5) Blood borne pathogens guidance in accordance with Chapter 4167. of the Revised Code;

(6) Medications in accordance with section [3313.713](#) of the Revised Code;

(7) Comprehensive safety plan. Schools shall have a written plan addressing safety management accountabilities and strategies, safe work practices, accident analysis procedures, job safety analysis procedures, safety committees and employee involvement strategies, employee safety and health training, treatment of sick or injured workers, safety and health hazard audits, ergonomics, transportation safety, identification and control of physical hazards, substance abuse, school violence prevention, and personal protective equipment;

(8) Chemical hygiene plan which means a written program developed and implemented by the school which sets forth procedures, equipment, personal

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protective equipment and work practices that are capable of protecting employees and students from the health hazards presented by hazardous chemicals used in the school;

(9) Material safety data sheets. A MSDS for every hazardous chemical used in the school building or on school grounds for cleaning, maintenance or instruction shall be available to staff in the areas where chemicals are used and in the school office or other appropriately designated central area of the building;

(10) Hand washing protocol. Each school shall have a rule or protocol on hand washing which shall be implemented in each school.

(11) No smoking signs posted in accordance with Chapter 3794. of the Revised Code.

(12) Integrated pest management policy (IPM). Not later than June 30, 2008, schools shall adopt a written IPM policy that includes identification of pests and conditions that attract pests; prevention techniques such as sanitation, vacuuming, structural repair and sealing; monitoring; education and training; approved least toxic chemical use; and pre-notification of chemical use.

(13) Schools shall have and implement a flushing protocol where lead pipes or lead-lined storage wells may be in use.

BACKGROUND CHECK REQUIREMENTS FOR PERSONNEL

See ORC 3319.39

BOCC RESOLUTIONS

The following are resolutions (copies in reference materials) that must be followed by the administrative staff that provides the services required to support the maintenance, design, construction, and/or renovation of a County building:

- Resolutions Adopting Hamilton County Risk Manual – Dated 4-5-1995, 5-31-1995, 10-27-1995, 10-4-1995, and 8-20-2003
- Resolution Adopting Hamilton County Purchasing Manual – Dated 4-15-1995
- Resolution Approving the Hamilton County's GREEN Building Policy for New Construction and Major Renovations – Dated 4-23-2008
- Resolution Approving an Energy Policy for Hamilton County – Dated 4-23-2008
- Resolution Modifying Selection Procedures for Building Equipment Based on Life Cycle Costing – Dated 9-27-2000
- Resolution Modifying Selection Procedures for Professional Services of Architects, Engineers, Construction Managers and Environmental Professional – Dated 9-30-1998 – Per ORC

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2. Who are the recipients of the service or activity for the non-mandated service?
- Juvenile Court Staff and Contractors
 - Juveniles

How many recipients?

- Juvenile Court Staff and Contractors – Unknown
- Juveniles – Average over 160 daily

Please note any internal customers, other county departments, jurisdictions, businesses, etc. If the service is geographic specific (i.e., a satellite probation office), please identify the neighborhood, township or municipality.

3. Are there county revenues associated with the non-mandated services? If so, please provide the methodology for any lost revenues. Please consider state or federal reimbursements, grants, fees, etc. Please note if the service or activity is included in the county's indirect cost plan.
- Service levels are mandated and reimbursed thru JFS with Children's Levy Funds
4. If the county did not provide the non-mandated service, is there the potential for increased expenditures in another jurisdiction within Hamilton County? If so, please list the specific municipality and/or township. – N/A
5. Does the non-mandated service include Board of County Commissioner policy via resolution or motion? – N/A
6. Are there contracts or agreements that preclude the elimination of a non-mandated service? If so, please provide the specific language as to termination and/or amendment terms. – N/A
7. What are the equipment/non-personnel expenditure considerations with discontinuing a non-mandated service? (i.e., surplus equipment). – N/A
8. Do any of the non-mandated services include employees represented by a bargaining unit? If so, please note the union and provide information as to reduction-in-force and job abolishment considerations. – N/A
9. For positions within non-mandated services, are there are special circumstances that preclude a traditional job abolishment process? Separation costs will be addressed centrally including leave balance payouts, unemployment compensation and severance (based on current Commission policy). – N/A
10. In addition to positions associated with non-mandated services, the Budget Office included a review of management layers, support staff, and currently vacant positions. Please comment on the impact of eliminating these positions. – N/A

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11. What is the performance impact of not providing the non-mandated service? For example, wait times, waiting lists, case loads, operating hours and other consequences of not providing the service. – N/A
12. Are there any alternatives that result in savings to the general fund? – No - - In 2007, County Facilities maintenance functions were reviewed by the Competition and Efficiency Committee. The report found that County Facilities managed properties to the best, most cost-effective standards and recommended that “the County Administration should move forward with encouraging consolidating property maintenance within the Facilities Department to the largest extent possible.”
13. Are there more efficient ways to deliver a mandated service that may allow for the savings to offset the cost of a non-mandated service? – N/A
14. Is there an opportunity to transfer any non-mandated expenditures to another funding source (i.e., restricted fund or grant)? – N/A
15. Does your department have any fees that could be raised to offset the cost of a mandated service?
- No

Other Considerations and Comments: