

Office of the Adequate Education Suruhanu
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Dominic Terlaje
Education Suruhanu

March 16, 2010

TO: Superintendent of Education
FROM: Education Suruhanu
SUBJECT: Agana Heights Elementary School Inspection

30-10-0233

3/17/10
11:28 AM
mf

Dear Dr. Bretania Underwood:

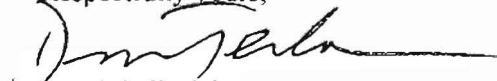
Attached to this memorandum is a report identifying discrepancies discovered during an inspection of the Agana Heights Elementary School campus that occurred on March 16, 2010. The inspection was performed by my office only. I strongly recommend that GDOE address the discrepancies identified and rectify them immediately in order to come into compliance with the 14 Points of P.L. 28-45 and any applicable regulatory agency code. Please be advised that not all classrooms or school facilities were inspected. Therefore, GDOE is highly encouraged to assess all other classrooms and school facilities in order to identify any other discrepancies and perform corrective action accordingly.

In addition, please be advised that the student common use restrooms need to be monitored more frequently. The Principal indicated that only one custodian was on campus yesterday. However, a lack of personnel should not be a reason for restrooms to be without out the necessary sanitary supplies. I understand there may be some maintenance issues with the restrooms but as you can see from the report, there was no soap, no paper towels, and the toilet tissue was not properly mounted which creates a very unsanitary situation for those students who may use such restrooms. I strongly recommend that the restrooms be monitored more frequently by other personnel and not just by the custodian, to ensure that an adequate amount of sanitary supplies are made available at all times and that the restrooms are cleaned as necessary to ensure the best possible sanitary conditions for the students.

Please submit to my office a proposed plan of corrective action for each of the discrepancies identified in the report, including but not limited to a date when any such discrepancy will be addressed, the anticipated date in which any such repairs and/or replacements will begin, and the date when such repairs or/replacements would be completed. Please provide such information to my office immediately.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to contact my office.

Respectfully yours,


Dominic Terlaje

Attachment: OES Inspection report

cc: Honorable Speaker 30th Guam Legislature
Billy Cruz, GDOE Facilities and Maintenance Manager (via email)

Chairman, GEPA
Agana Heights Administration (via email)

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Government of Guam
Office of the Education Suruhanu (OES)
School Inspection Report

PUBLIC LAW 28-45: 14 POINTS COMPLIANCE	
School Representative: Carla Masnayan Principal Date of Inspection: March 16, 2010 Weather Condition: Sunny, warm with some rain Student population: 550 (280 boys) (270 girls) Custodians: 2 GDOE personnel / Partial outsource custodians from 2 pm to 10 pm.	Name of School: Agana Heights Elementary

#	Location	14 Pt.	Type of Citation: PH=DPHSS, F=Fire Dept, E=EPA, S=Suruhanu	Citation Date	D e m e r i t	Description of Finding	Comments	Recommendations
	Boys restroom main campus	i & l	S	3/16/10	N/A	Observed the following: No paper towels provided, no soap provided, no soap dispenser, one faucet in disrepair, sinks may not be properly secured to the wall or to the mount, water leaking from sink, toilet tissue dispensers in disrepair, toilet tissue not mounted in dispenser, and the restroom needed cleaning.	P.L. 28-45 § 4 (12) (l) requires schools to provide a healthful, safe, and sanitary learning environment. P.L. 28-45 § 4 (12) (i) requires schools to provide proper sanitation including clean restrooms. The SSC requires all sanitary supplies and their dispensers to be provided in the restrooms and made available at all times. The SSC also requires any sanitary dispensers to be in good repair. The SSC requires all areas be maintained in a clean, safe, and sanitary condition and kept in good repair.	Repair, replace, and/or install any and all necessary sanitary dispensers in order to come into compliance with the law. Sinks should be properly secured. Student restrooms must be provided with sanitary supplies within in the proper dispenser at all times throughout the entire school day. A restroom without sanitary supplies could present various health concerns for students. Reports of water leaks, broken items or any other observed discrepancies should be reported immediately. DOE must exhaust all efforts to ensure that sanitary supplies are provided and made available in all student restrooms and that restrooms remain clean and sanitary throughout the entire school day. School personnel including office staff should be required to perform restroom monitoring. A restroom log or monitoring sheet should be created and implemented accordingly.

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	Boys common use restroom kindergarten area	i & l	S	3/16/10	N/A	No soap provided and no soap dispenser provided	P.L. 28-45 § 4 (12) (l) requires schools to provide a healthful, safe, and sanitary learning environment. P.L. 28-45 § 4 (12) (i) requires schools to provide proper sanitation. The SSC requires soap and soap dispenser be provided and made available at all times.	Install soap dispensers immediately in order to come into compliance with the law. Student restrooms must be provided with sanitary supplies at all times throughout the entire school day. A restroom without sanitary supplies could present various health concerns for students. DOE must exhaust all efforts to ensure that sanitary supplies are provided and made available in all student restrooms and that restrooms remain clean and sanitary at all times. School personnel including office staff should be required to perform restroom monitoring. A restroom log or monitoring sheet should be created and implemented accordingly.

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	Girls common use restrooms main campus	i & l	S	3/16/10	N/A	Observed the following: sinks may not be properly secured to the wall or to the mount, toilet tissue dispensers in disrepair, toilet tissue does not fit into the provided dispenser, two toilet bowls in operable, two different toilet bowls running water --one bowl possibly leaking water onto floor, and unclean.	P.L. 28-45 § 4 (12) (l) requires schools to provide a healthful, safe, and sanitary learning environment. P.L. 28-45 § 4 (12) (i) requires schools to provide proper sanitation including clean restrooms. The SSC requires all sanitary supplies and their dispensers to be provided in the restrooms and made available at all times. The SSC also requires any sanitary dispensers to be in good repair. The SSC allows for the use of a heated air hand-drying device in place of single-service towels. Ensure that a trash container with proper lid is provided. The SSC requires all areas be maintained in a clean, safe, and sanitary condition and kept in good repair.	Repair, replace, and/or install any and all necessary sanitary dispensers in order to come into compliance with the law. Sinks should be properly secured. Student restrooms must be provided with sanitary supplies within in the proper dispenser at all times throughout the entire school day. A restroom without sanitary supplies could present various health concerns for students. Reports of water leaks, broken items or any other observed discrepancies should be reported immediately. DOE must exhaust all efforts to ensure that sanitary supplies are provided and made available in all student restrooms and that restrooms remain clean and sanitary throughout the entire school day. School personnel including office staff should be required to perform restroom monitoring. A restroom log or monitoring sheet should be created and implemented accordingly.

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	Girls common use restrooms kindergarten area	i & l	S	3/16/10	N/A	No paper towels and no soap provided.	P.L. 28-45 § 4 (12) (l) requires schools to provide a healthful, safe, and sanitary learning environment. P.L. 28-45 § 4 (12) (i) requires schools to provide proper sanitation including clean restrooms. The SSC requires all sanitary supplies and their dispensers to be provided in the restrooms and made available at all times. The SSC also requires any sanitary dispensers to be in good repair. The SSC allows for the use of a heated air hand-drying device in place of single-service towels. Ensure that a trash container with proper lid is provided. The SSC requires all areas be maintained in a clean, safe, and sanitary condition and kept in good repair.	Repair, replace, and/or install any and all necessary sanitary dispensers in order to come into compliance with the law. Student restrooms must be provided with sanitary supplies within in the proper dispenser at all times throughout the entire school day. A restroom without sanitary supplies could present various health concerns for students. Reports of water leaks, broken items or any other observed discrepancies should be reported immediately. DOE must exhaust all efforts to ensure that sanitary supplies are provided and made available in all student restrooms and that restrooms remain clean and sanitary throughout the entire school day. School personnel including office staff should be required to perform restroom monitoring. A restroom log or monitoring sheet should be created and implemented accordingly.
	Campus	l	S	3/16/10	N/A	Observed sanding rain water within the intermediate playground area and underneath the swing set.	P.L. 28-45 § 4 (12) (l) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires all areas be maintained in a clean, safe, and sanitary condition.	In order to come into compliance with the law, the necessary work must be performed to prevent prolonged bouts of standing rain water.

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	Campus	1	S	3/16/10	N/A	Observed the annual service date for several fire extinguishers has expired. Observed a few classrooms with properly serviced fire extinguishers however, the school may not have an adequate number of properly serviced fire extinguishers on campus.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires all equipment to be maintained and kept in good repair. GFD requires fire extinguishers to be provided and properly serviced. Observed a few classrooms with properly serviced fire extinguishers however, the school does not have an adequate number of properly serviced fire extinguishers on campus. Schools should not transfer fire extinguishers from one school to another where the transferring school would be left without a sufficient amount of working fire extinguishers as a result of such transfer.	Fire extinguishers must be properly serviced and a sufficient amount must be made available to the school in order to come into compliance with the law. The DOE Safety Office should develop a master list of all the schools, log the annual service dates for all fire extinguishers, and provide reminders to school officials in advance of the annual service expiration date of any such fire extinguishers. In addition, the DOE Safety Office should coordinate with the fire extinguisher vendor well in advance of the expiration date of the fire extinguishers or when fire extinguishers are reported in disrepair in order to ensure that a sufficient amount of properly working fire extinguishers are available in the schools. Proper planning and scheduling should be a priority concerning the availability of working fire extinguishers to ensure that student safety is not compromised.
	Kindergarten area	1	S	3/16/10	N/A	Observed extensive build up of calcification from A/C drip water on window louvers and walkway floors.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires windows to be kept clean and in good repair. The SSC requires all areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.	All calcification buildup should be removed immediately in order to come into compliance with the law. Regular cleaning and/or removal of such buildup should be performed as necessary.

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1	Cafeteria	1	S	3/16/10	N/A	Poor air circulation in the cafeteria dining hall while students were present. Also observed extensive build up of dust on the A/C filters.	P.L. 28-45 § 4 (12) (l) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires school equipment to be maintained, kept clean, and in good repair. The SSC requires that ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators. The SSC requires that when mechanical ventilation is provided, it shall be kept clean and in good repair. Public Health considers temperatures above 85 ° F inadequate. In the event a classroom temperature measures above 85 ° F, Public Health may require the closure of such room until such measures can be taken to improve air circulation so that the room temperature can be adequately maintained.	Ventilation through mechanical or natural means must be improved in order to come into compliance with the law. Additional fans or other mechanical devices should be provided in the event the A/C unit cannot be repaired immediately. A/C unit filters should be cleaned on a regular and ongoing basis or as necessary. DOE must respond timely to reports of such discrepancies in order to ensure the continued operation of such facility. Additional A/C vendors should be contracted in order to adequately address the numerous A/C problems reported. Four different A/C vendors should be contracted with a different vendor being assigned to one particular school district.

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1	Cafeteria	S	3/16/10	N/A	Observed air curtains in disrepair or not working.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires all school equipment to be maintained in a sanitary condition and kept in good repair. In addition, DPHSS requires that effective measures be taken to minimize the presence of flies and other insects on the premises. Outside openings shall be protected against entry of insects by tight-fitting self-closing doors, closed windows, screening, and controlled air curtains properly mounted or by other appropriate means.	Air curtains should be repaired and/or replaced immediately in order to come into compliance with the law and to ensure sanitary conditions are not compromised within the cafeteria dining area.
1	Campus	S	3/16/10	N/A	Observed water leaking from portion of the ceiling/wall.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires walls and ceilings to be clean and in good repair.	The water leak should be repaired immediately in order to come into compliance with the law.
1	Water fountain near room 12	S	3/16/10	N/A	Observed water fountain not properly secured to the wall.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires equipment to be in maintained in a clean and safe condition and kept in good repair.	Water fountain mounting should be assessed and should be properly secured or mounted.

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1	T-5	S	3/16/10	N/A	Wood walk way deck in disrepair.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires floors to be kept clean and in good repair. The SSC requires all areas to be maintained in a clean, safe, and sanitary condition and kept in good repair.	Wood deck should be replaced and/or repaired immediately in order to come into compliance with the law and to ensure student safety.
1	T-6	S	3/16/10	N/A	Portion of metal hand rail in disrepair.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires all areas to be maintained in a clean, safe, and sanitary condition and kept in good repair.	Hand railing should be repaired and/or replaced immediately in order to come into compliance with the law and to ensure student safety.
1	Water fountain near room 1	S	3/16/10	N/A	Observed water fountain not properly secured to the wall.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires equipment to be in maintained in a clean and safe condition and kept in good repair.	Water fountain should be replaced and/or repaired immediately in order to come into compliance with the law and to ensure that the school complies with the minimum required number of water fountains for their student population.
1	Area just behind the library.	S	3/16/10	N/A	Observed items such as desks, chairs, computers, wood pallets, boxes, and other items being stored in such area.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. The SSC requires all areas to be maintained in a clean, safe, and sanitary condition. The administration indicated that many of the items are surveyed and are ready for removal. Many of the items being stored have been there for quite some time.	Remove such items immediately in order to come into compliance with the law. Surveyed items should be removed from the campus immediately and properly disposed.