



October 11, 2010

Memorandum

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

Håfa Adai Dr. Bretania Underwood:

Attached to this memorandum is a report identifying various discrepancies discovered during an inspection of the Agana Heights Elementary School that took place on October 7, 2010. I strongly recommend that GDOE address the discrepancies identified and rectify them immediately in order to come into compliance with the various provisions of the Fourteen (14) Points of P.L. 28-45, the School Sanitation Code, and/or other laws or regulations of the various regulatory agencies. 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 as necessary.

It was discovered during the inspection that the school's fire extinguishers annual service date has expired since September 1, 2010. I have recently been informed by your Safety Administrator that a purchase order for fire extinguishers is available. As such, I strongly recommend that GDOE take swift action to ensure that a sufficient amount of properly working and properly serviced fire extinguishers are made available to the school immediately.

In addition, it was discovered that the school's fire alarm system remains inoperable and that the temporary fire watch program is still in effect. Because the temporary fire watch program has been in effect for an extended period of time, I am respectfully requesting a detailed report prepared by the necessary parties identifying the action taken or to be taken to bring the school's fire alarm system into full operation including but not limited to the status of any procurement for the repair, maintenance, and/or servicing of the schools' fire alarm systems and the expected date when such work to repair the fire alarm system would begin. Please provide the requested information concerning this issue to my office within five days of your office's receipt of this memorandum.

Please submit to my office, in writing, GDOE's efforts to rectify each of the discrepancies identified in the inspection report, including but not limited to measures taken or to be taken to rectify each discrepancy and a proposed date when such discrepancy was rectified or would be rectified.

If you have questions, please do not hesitate to contact my office.

*Handwritten:* 5/10  
Date: 10/19  
Time: \_\_\_\_\_  
Received by: [Signature]  
30-10-0868

Si Yu'os Ma'åse',

*[Signature]*  
Dominic Terlaje

Attachment:  
OES Inspection report

cc:  
Honorable Speaker, 30<sup>th</sup> Guam Legislature  
GEB  
Agana Heights Elementary School Administration  
Billy Cruz, GDOE Maintenance Manager  
Ron Carandang, DPHSS DEH  
Fire Chief, GFD  
Pat Mason, AGO

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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: Ms. Geary, Assistant Principal Date of inspection: October 7, 2010 Weather Condition: Sunny and warm with some clouds. School Population: 520 GDOE custodians: Three but two are on light duty. Private custodial vendor arrives around 2 p.m.	<b>Name of School:</b>  <h2 style="margin: 0;">Agana Heights Elementary</h2>
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	Location	14 pt.	Citation PH=DPHSS, F=Fire Dept, E=EPA, S=Suruhanu	Date	D e m e r i t s	Description of Finding	Comments	Recommendations
	Certified Teacher	a	S	10/7/10	N/A	A teacher recently retired on October 1, 2010 requiring a substitute (non-certified) teacher to cover such class.	Public schools are required to provide a certified teacher for every class in a ratio established by relevant collective bargaining agreements. A substitute non-certified teacher is currently being assigned to cover the class until a replacement certified teacher can be provided for such class. School officials indicated that a request for a replacement certified teacher has been submitted accordingly and that a replacement teacher is expected shortly.	Continued efforts to provide a certified teachers for such class should be conducted as necessary. Ensure that the assigned substitute teacher receives the necessary assistance from other certified teachers to address the needs of the students including but not limited to preparing lesson plans, objectives, tests, and grading students.
	Campus	l	S	10/7/10	N/A	Observed outer openings at various classroom doors and windows.	P.L. 28-45 § 4 (12) (I) requires schools to provide a healthful, safe, and sanitary learning environment. All outer openings should be properly sealed. Proper sealing of outer openings would aid in preventing cool air from escaping, it would prevent warm air from entering, and it would also allow the A/C units to operate more efficiently ensuring cooler room temperatures and reduced humidity readings. Proper sealing any and all outer openings could result in substantial energy savings for GDOE.	Identify and seal all outer openings in order to come into compliance with the law. GDOE should consider scheduling the removal of all louvered windows in the schools and replace with sliding windows or some other type of energy efficient windows. The plexi-glass material used to cover several windows should be properly secured and sealed.
	Various classrooms	l	S	10/7/10	N/A	Various floor tiles in disrepair.	Floors are required to have a smooth finish, to be kept clean, and to be in good repair.	Identify and remove and replace all damaged tiles in order to come into compliance with the law.
	4A, 2, 1, 11, 7, T-2, and various other rooms.	f&l	S	10/7/10	N/A	Observed dirty or missing A/C filters. Observed various A/C units not working or not working properly.	When mechanical ventilation is provided, it shall be kept clean & maintained in good working order.	Require the individuals responsible for cleaning the A/C filters to properly remove and clean as necessary. Regular scheduled maintenance of the A/C units should be performed in order to ensure the effective and efficient operation of any such A/C unit. Filters should be provided in order to ensure the effective operation of the A/C unit.

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	4B, 1, 11, 10, 7, 20, 15, 19, Cafeteria, and various other rooms.	1	S	10/7/10	N/A	Observed fire extinguisher annual service date expired as of September 1, 2010.	The annual service tag indicates that the fire extinguisher was serviced in August 2009 and that it expires 12 months from such date. According to GFD officials, fire extinguishers are required to undergo annual servicing by a party licensed to perform such services. Please refer to the service tag attached to each fire extinguisher for the annual servicing expiration date. Monthly monitoring of the fire extinguishers should be performed to ensure that the fire extinguishers are properly serviced and in good working order at all times. Please note that various GFD officials have informed various GDOE official that negative consequences could occur for a school that does not have properly serviced fire extinguishers on campus. Ensuring that fire extinguishers are properly serviced must be a priority especially in light of an inoperable school fire alarm system.	Identify and properly service all fire extinguishers that are expired. The GDOE Safety Office should ensure that all fire extinguishers undergo the required annual servicing as necessary in advance of the expiration date of any such fire extinguisher. The GDOE 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. The GDOE 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.

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	2	f & l	S	10/7/10	N/A	The left A/C blows warm air and the right A/C unit has not worked for approximately least three years.	When mechanical ventilation is provided it shall be in good working order. Room temperature measured approximately 83 °F with a humidity reading of 72% with students present. The teacher indicated that the left A/C unit has been operating intermittently. The teacher also indicated that the conditions of the room become warmer toward lunch time and into the afternoon. School officials indicated that they are expecting the problem to be addressed sometime today.	Assess the A/C unit immediately and either repair or replace it accordingly. If the conditions in the room cannot be improved immediately, the students should be re-located to a more suitable room.
	Various classrooms	l	S	10/7/10	N/A	Observed various student desks in disrepair.	Classroom equipment is required to be kept clean and in good repair.	Identify and repair or replace all desks in disrepair.
	T-6	l	S	10/7/10	N/A	Side A/C unit drips water onto floor.	When mechanical ventilation is provided, it shall be kept clean and in good repair. Teacher indicated that the A/C unit drips water onto the floor and that such problem has been reported.	Identify and repair A/C leak as soon as possible.
	Fourth grade classroom walkway, ramp, and canopy.	l	S	10/7/10	N/A	Observed wood rot and build up of mold or mildew on various portions of the ceiling of the wood canopy.	Public schools are required to provide a healthful, safe, and sanitary learning environment. All ceilings and floors should be easily cleanable, light in color, kept clean, and in good repair.	Identify and repair or replace all sections found with wood rot including but not limited to the canopy and the wood walkway and/or ramp.
	Drinking fountain near room 1	l	S	10/7/10	N/A	Observed water fountain not working properly and covered with black trash bag.	Drinking fountains are required to be kept clean and in good repair. <b>(Note: This particular issue was observed during the March 2010 inspection but it was not cited because GDOE maintenance personnel informed the inspection team that the issue would be addressed.)</b>	Identify and repair or replace the water fountain. If the water fountain is not necessary in order to meet the standards, consult the necessary parties to determine whether or not such device may or may not be removed.

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20	1	S	10/7/10	N/A	Restroom ceiling lights not working.	Restrooms are required to be properly lighted. Light fixtures are required to be in good working order to ensure proper lighting is provided.	Identify and repair all light fixtures in the restroom immediately.
T-2	1	S	10/7/10	N/A	Observed presence of small amount of mold or mildew build up on back of classroom wall.	Public schools are required to provide a healthful, safe, and sanitary learning environment. Walls are required to be kept clean and in good repair. School officials indicated that in the temporary rooms, water condensation can be observed in the light fixtures and at other places on the basis that such condition may be occurring as a result of warm and humid conditions that may exist within the area just above the ceiling tiles.	Identify and permanently remove any and all mold or mildew immediately. Properly assess any rooms that may be experiencing such issues and rectify them accordingly.
Various areas at the kindergarten classroom area.	1	S	10/7/10	N/A	Evidence of build-up of calcification on the outside of various kindergarten classroom louvers. Evidence of calcification build-up on ceiling and on ground. Evidence of build-up of mold or mildew outside on walkway underneath various A/C units.	Public schools are required to provide a healthful, safe, and sanitary learning environment. The calcification build-up may be caused by water dripping from the ceiling through the opening where the A/C piping is located. The mold or mildew build-up may be caused by A/C drip water or condensation.	Identify and permanently repair the problem causing water to calcify and the build-up of the mold or mildew. The roof should be assessed to determine whether or not the water is draining properly.

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Campus	1	S	10/7/10	N/A	Fire alarm system not operational.	Public schools are required to provide a working fire alarm system. According to GFD, the temporary Fire Watch Program must be continued until the school's fire alarm system is operational.	Although GFD has authorized the use of a Fire Watch Program as temporary fire prevention measure, I strongly encourage GDOE to begin repairing, replacing, and/or upgrading each school's fire alarm immediately. Please provide the status of GDOE's efforts to rectify the school's alarm system, when any such work is expected to begin, and the time frame in which it would take to complete any such work.
Campus	1	S	10/7/10	N/A	Monkey Pod tree branches may need to be trimmed as necessary or some of the trees may even need to be removed entirely for student safety concerns.	Public schools are required to provide a healthful, and safe learning environment. A rather large broken off branch from one of the trees was observed lodged in between other branches of such tree. Many of these trees can be observed throughout the campus and some of them are located in areas where students engage in various regular outdoor activities. Many of the rather large branches also reach over the tops of some of the temporary classrooms and the falling leaves often clog up the rain gutters of the temporary buildings. In addition, the roots of some of the trees may also present a trip and fall safety hazard for the students. School officials indicated that some students have injured themselves by tripping over the rather large roots of such trees that are located in areas where students often engage in daily outdoor activities.	Such trees should be properly assessed to determine whether or not they would require proper trimming or whether any such tree should be removed. GDOE Safety office should contact the necessary parties to perform an assessment on the integrity of any such tree and or their branches. Perhaps any such tree that may be found to present a safety hazard to students should be removed especially in areas where students often engage in outdoor activities or where branches unnecessarily reach over classrooms. If any such tree is not able to be removed, student activity that currently takes place near or under any such tree may need to be re-located to a more suitable safer area.

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	Boys and Girls restroom main courtyard	i & l	S	10/7/10	N/A	1). Boys: Toilet tissue dispenser missing in two stalls. 2). Boys: Toilet tissue not properly mounted into dispenser. 3). Boys: Urinal water supply line leaking at the T connection by the shut off-valve located on the wall. 4). Boys: Wall mounted soap dispensers missing. Temporary hand pump soap dispensers were not provided. 5). Girls: 2nd sink from left may not be properly secured in place. 6). Girls: Wall mounted soap dispensers missing. Temporary hand pump soap dispensers were provided.	Public schools are required to provide a healthful, safe, and sanitary learning environment including proper sanitation, flushable toilets, and clean restrooms. All sanitary supplies must be made available within the restroom and stocked in an appropriate dispenser. A restroom that is without sanitary supplies could present various health concerns for students. DOE must strive to ensure that the necessary sanitary supplies are provided and made available in all student restrooms and that restrooms remain clean and sanitary throughout the entire school day.	Address and rectify all discrepancies immediately in order to come into compliance with the law. Reports of water leaks, broken items, missing supplies, or any other observed discrepancies should be reported immediately. School custodians, the third party custodial vendor, or other assigned personnel should be required to monitor such areas on a regular basis.