



October 11, 2010

Memorandum

TO: Superintendent of Education  
FROM: Education Suruhanu  
SUBJECT: H.S. Truman Elementary School Inspection

Håfa Adai Dr. Bretania Underwood:


Attached to this memorandum is a report identifying various discrepancies discovered during an inspection of the H.S. Truman Elementary School that took place on October 11, 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.

In addition, it was discovered that the boys and girls common use restrooms lacked the basic sanitary supplies such as soap, toilet paper, and paper towels. Furthermore, it was observed that several toilet tissue dispensers were in disrepair or missing. School officials indicated that sanitary supplies such as toilet paper are being distributed to the students by the teacher in an attempt to control the abuse of the sanitary supplies and because of the vandalism of such sanitary dispensers. Please be advised that the necessary sanitary supplies are required to be sufficiently provided and properly stocked in an appropriate dispenser within each restroom at all times during the school day.

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.

Si Yu'os Ma'åse',

  
Dominic Terlaje

2010 OCT 25 AM 8:52

**Attachment:**  
OES Inspection report

cc:  
Honorable Speaker, 30<sup>th</sup> Guam Legislature  
GEB  
H.S. Truman Elementary School Administrator  
Billy Cruz, GDOE Maintenance Manager  
Ron Carandang, DPHSS DEH  
Pat Mason, AGO

30-10-0865  
Office of the Speaker  
Judith T. Won Pat, Ed. D.

Date: 10/15/10  
Time: 12:38  
Received by: JK

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

**PUBLIC LAW 28-45: 14 POINTS COMPLIANCE**

School Representative: Mr. Meno, Principal Date of inspection: October 11, 2010 Weather Condition: Rainy School Population: 387 GDOE custodians: Two but one recently resigned. No private custodial vendor.	<b>Name of School:</b>  <h2 style="margin: 0;">HS Truman Elementary</h2>
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Loc.	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
Guidance Counselor	c	S	10/11/10	N/A	Guidance counselor recently resigned.	Public schools are required to provide a certified guidance counselor. School officials indicated that an interview was conducted recently. However, the expected date of a new hire or replacement counselor has not yet been confirmed.	A replacement certified guidance counselor should be provided as soon as possible. In the absence of the school's assigned counselor, a replacement counselor should be placed temporarily at the school to provide such services.
Various classrooms	f&l	S	10/11/10	N/A	Observed dirty A/C filters.	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.
Various classroom doors.	l	S	10/11/10	N/A	Observed outer openings at various classroom doors, plexi-glass panels, and on louvered windows.	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. In addition, some of the openings observed are rather large which could allow insects, rodents, and other unwanted creatures to possibly enter the classroom.	Identify and properly 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.

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Boys and Girls common use restroom facilities.	i & l	S	10/11/10	N/A	<p><b>Boys:</b> Two soap dispensers without soap. One soap dispenser observed with rust. Two sinks not properly secured. No paper towels provided. No toilet tissue provided. Several broken or missing toilet tissue dispensers. Toilet tissue dispenser missing in two stalls.</p> <p><b>Girls:</b> No Soap in the dispensers. No paper towels. No toilet tissue. Stall door locks missing. Several broken or missing toilet tissue dispensers. Paint peeling.</p>	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 dispensers, fixtures in disrepair, 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. Reports of missing or broken restroom sanitary dispensers should be addressed and rectified in a timely manner. Provide the school with a supply of toilet tissue dispensers, toilet tissue rollers or other small items in order to make quick repairs. Additional custodians may need to be provided to the school as there is currently only one GDOE custodian responsible for performing the custodial services. Partially outsourcing the custodial services at such school should also be considered. Restroom monitoring should be conducted as often as necessary.
Various classrooms	l	S	10/11/10	N/A	Observed student desks tops in disrepair.	Classroom equipment is required to be kept clean and in good repair.	Identify and repair or replace all desk tops in disrepair.
33	f & l	S	10/11/10	N/A	A/C unit leaks onto floor.	When mechanical ventilation is provided it shall be in good working order. Teacher indicated that the problem has been ongoing for approximately 6 months.	Identify and permanently repair the A/C leak.

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33	i & l	S	10/11/10	N/A	Toilet bowl may have a leak at the base of the bowl. Restroom floor drain requires proper cover. Paper towels not being stocked within the dispensers. The sink located within the classroom does not have a single-service paper towel dispenser.	Restroom fixtures are required to be maintained in good repair. Handwashing sinks for K-2nd grade classes are required to have paper towels mounted in an appropriate dispenser.	Assess the toilet bowl for possible leaks. Install an appropriate paper towel dispenser by the classroom sink. In the alternative, designate the restroom sink as the main sink for student use and simply stock the already provided paper towels in the dispenser located within such restroom. Provide a proper cover for the restroom floor drain.
34	l	S	10/11/10	N/A	Missing ceiling tiles where A/C unit is located.	The A/C unit had a history of leaking onto the classroom floor and as such, the ceiling tiles were removed. However, school officials indicated that the leak has been rectified but the school does not have a supply of ceiling tiles.	Identify and repair A/C leak as soon as possible.
34	l	S	10/11/10	N/A	Light bulbs burned out.	School equipment/fixtures are required to be maintained in good repair.	Identify and replace all burned out light bulbs. Ensure that any light fixture with burned out light bulbs is in good working order.
Various K-2nd grade classrooms	l	S	10/11/10	N/A	Observed that the classroom sink is being used but no single fold paper towel dispenser is provided.	An appropriate type of single-service paper towel dispensers are required especially for sinks within the K-2nd grade classrooms. However, there is another sink located within the classroom restroom that has an appropriate paper towel dispenser.	Either install an appropriate single-service paper towel dispenser at the classroom sink or require the students to use the sink located in the restroom. Ensure that the paper towel dispenser is properly stocked as necessary.

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28	1	S	10/11/10	N/A	Restroom ceiling light missing cover. Soap dispenser not properly secured, paper towels not provided in restroom dispenser, and no paper towel dispenser at classroom sink.	All equipment and fixtures are required to be maintained in good repair.	Install appropriate light cover and properly secure soap dispenser. Provide paper towel dispenser at classroom sink or use sink located within the classroom restroom.
11	1	S	10/11/10	N/A	Scuff marks on various parts of the floor.	Floors are required to be easily cleanable, light in color, in good repair, and kept clean. School officials indicated that the school currently employs only one GDOE school custodian responsible for performing the various daily custodial services.	Floors should be cleaned as often as necessary. Additional custodians should be provided as soon as possible. Partially outsourcing the custodial services at such school should also be considered.
20	1	S	10/11/10	N/A	Observed missing light shields.	Light shields are required to have proper covering or protective light bulb sleeves provided.	Install appropriate light cover on all affected light fixtures. In the alternative, provide protective light bulb sleeves on all affected light bulbs.
19	1	S	10/11/10	N/A	Observed various light shields not properly secured to light fixture.	Light fixtures and their covers are required to be in good working order.	Identify and properly secure the affected light cover to the fixture. If the light cover is not able to be properly secured, install appropriate protective light bulb sleeve.
Library	1	S	10/11/10	N/A	Broken glass windows near door 1 and 2.	Windows are required to be kept clean and in good repair.	Identify and remove and replace all broken glass windows.
22	1	S	10/11/10	N/A	Handwashing sink provided within classroom but it is not operational.	Handwashing facilities are required to be located in the classroom or adjacent to such classroom in all grades from K-2. A hand washing sink and counter top has been installed in the classroom but the water supply and drain has not been provided.	Install water supply and any appropriate drain system for such sink.

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22	1	S	10/11/10	N/A	Observed crack on ceiling and water leaking from such crack.	Ceilings are required to be in good repair. A crack runs along the center of the room toward the windows. The crack and leak is located on the right side of the class facing the front. According to the teacher, the leak was first noticed sometime in August 2010.	Identify and permanently repair the crack and the leak.
16 B	f & l	S	10/11/10	N/A	Air conditioning unit inoperable resulting in warm and very humid conditions within such classroom.	When mechanical ventilation is provided, it shall be kept clean & maintained in good working order. Exposing students to warm and humid conditions especially within a classroom, may present various health and safety issues for the students who occupy such room. Using an environmental meter, the room temperature measured 82 °F and an a 80% humidity reading at approximately 11:00 a.m. All windows were opened and four fans were in operation. The teacher indicated that the conditions of the room are not that bad today because of the rain but on hotter days, the conditions are much worse. She also indicated that the room has been in such condition for at least two weeks and that the problem has been reported.	Identify and repair or replace the air conditioning unit in order to ensure that the students who occupy such room are provided a comfortable learning environment. If the conditions cannot be improved immediately, the students should be re-located to a more suitable room.
16 B	1	S	10/11/10	N/A	Missing light shields.	Light shields are required to be properly covered or have protective light bulb sleeves.	Install appropriate light cover on all affected light fixtures. In the alternative, provide protective light bulb sleeves on all affected light bulbs.
Campus	1	S	10/11/10	N/A	Various sections of the rain gutter located near room 19 & 20 rusted and in disrepair.	All areas, facilities, and equipment are required to be maintained in a clean and safe condition and kept in good repair.	Identify and permanently repair or replace the affected areas of the rain gutter.

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Campus	1	S	10/11/10	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.	Ensure that Fire Watch Program is being implemented and maintained accordingly on a daily basis. 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.

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Campus	i & l	S	10/11/10	N/A	<p>Male urinal ratio not met based on the male student population. (Note: This issue was cited in the PH March 2010 inspection report.)</p>	<p>The male urinal ratio is 1/30 males. Based on the male student population of 207, approximately seven working urinals are required. The school currently has only three urinals all located within the boys common use restroom. The male common use restroom has five toilet bowls and the kindergarten area has a total of 10 which gives a grand total of 15 toilet bowls. The restrooms in the kindergarten are all located within the classroom and as such, it is shared by both the boys and the girls. The toilet bowl ratio for male students is 1/60 males. As such, the school is required to have approximately 4 working toilet bowls in order to satisfy the ratio. The toilet ratio for female students is 1/35. The girls common use restroom has six toilet bowls. Based on the female student population of 175, approximately five working toilet bowls are required. According to the school Principal, GDOE would need to expend several thousand dollars to properly construct an additional restroom facility to come into compliance with the urinal ratio for the males. In addition the Principal indicated that the project to construct such a facility was included in the school's budget but that the funds may not have been appropriated for such a project.</p>	<p>Install additional urinals as necessary in order to satisfy the 1/30 male urinal ratio. Assess the boys common use restroom to determine whether or not additional urinals can be properly installed. In addition, because the boys only require four toilets, perhaps the fifth toilet in the boys common use restroom can be designate for use as a urinal. Furthermore, the toilet bowls within the kindergarten classrooms are being used by both the boys and the girls. Because there may be an excess of toilets for both the boys and the girls, perhaps two toilet bowls within the kindergarten classrooms could be considered acceptable to satisfy the male urinal ratio especially since the boys are probably using the toilet bowl in such restroom in a similar manner to that of a urinal. In other words, boys urinate into a toilet bowl just as they would urinate into a urinal. The two fixtures essentially serve the same purpose in relation to urinating and because the toilet bowls within in kindergarten classrooms are already being used by both the boys and the girls, it would not be a far stretch to simply continue such use in order to satisfy the male urinal ratio. However, GDOE officials should contact the necessary PH officials for their input and guidance before any action is taken.</p>