

## VISUAL ARTS CLASSROOMS

Please ✓ each box once you have inspected that area and found no problems.  
If there is a problem, circle it and contact your custodian and/or principal immediately.  
**Send the completed form to the Director of Property Services.**

(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:  
(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;
- (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;

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

*(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.*

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

*(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;*
- (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.*

(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, 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.

Building \_\_\_\_\_

Last Name of person  
completing the inspection (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_