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February 10, 2010

Ms. Gail Mathis  
District Maintenance Supervisor  
**SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT**  
3095 Yerba Buena Rd.  
San Jose, Ca. 95135-1599

**RE: SWACC PROPERTY & LIABILITY INSPECTION**

Dear Ms. Mathis:

Enclosed is the report for the SWACC Property & Liability Inspection conducted for the District on December 23, 2009. The inspection was conducted in accordance to Statewide Association of Community Colleges guidelines.

Upon your review of this report, I will be able to offer suggestions about procedures and programs to correct the deficiencies in the report. A follow up audit will be conducted in December 2010, which will consist of a review of the recommendations made during the inspection process to determine the status of recommendations made in the previous report.

It has been a pleasure to be of service to your District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. If you have any questions concerning the report, kindly contact me directly at (408) 441-0754 ext. 6206.

Sincerely,

*Lawrence J. Moglia*

Lawrence J. Moglia  
Loss Control Consultant

LM/mn

Cc: Rick McHale, Keenan & Associates, Oakland  
Helena Williams, Keenan & Associates, San Jose  
Breck Klawitter, Keenan & Associates, Rancho Cordova

# SWACC PROPERTY & LIABILITY INSPECTION

*December 2009*

**PREPARED FOR**

**SAN JOSE/EVERGREEN  
COMMUNITY COLLEGE DISTRICT**



Prepared By  
**Lawrence J. Moglia**  
**LOSS CONTROL CONSULTANT**

*Keenan*  
*Associates*

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San Jose, CA 95110

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This report is based on conditions and operations that existed at the time of the inspection. The information contained in this report does not certify that all locations, unsafe conditions, violations of state, federal or local regulations or laws are in compliance, nor does it conclude that all possible infractions, hazards, or hazardous conditions were observed or reported.

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## **INTRODUCTION**

On December 23, 2009, Keenan & Associates conducted a SWACC Property & Liability Inspection for the San Jose/Evergreen Community College District. The purpose of the inspection is to assist the District in their Property & Liability Loss Prevention Program.

Lawrence Moglia, Loss Control Consultant, conducted the inspection and Monique Nelum, Project Coordinator, processed the report.

## **ACKNOWLEDGMENTS**

Keenan & Associates would like to thank all the faculty and staff for their cooperation and understanding during the inspection process. Keenan & Associates would like to thank Peter Chiodo at Evergreen and Juan Olivas at San Jose City College, for their assistances during the inspection and providing valuable in-sight to the facilities.

## **LIMITATIONS**

A sincere effort was made to conduct a thorough inspection of the District, and associated properties and grounds. This effort was directed at identifying unsafe conditions within these properties. The observations are based upon conditions observed at the time of the inspection and were apparent to the inspector.

The information contained in this report does not certify that the campuses, District Office, Maintenance facilities, grounds, equipment, material, or operations are in compliance with any federal, state, or local law, rule, or regulation.

The goal of our inspection was to (i) promote safety awareness, (ii) assist in the identification of conditions, which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the Client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's inspection services are not a substitute for regular, ongoing inspection and maintenance, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

## **SCOPE OF SERVICES**

The sole purpose of the inspection is to reduce the frequency and severity of property and liability losses at the District by identifying those hazards that could result in those types of losses and by providing recommendations to the District on ways to correct the hazards.

As part of the inspection, the following programs were reviewed:

- Security
- Emergency Preparedness
- Fire Prevention
- Playground Safety
- Chemical Safety
- Forklift/Utility Cart Procedures
- Self-Inspection Program

In addition, a physical survey of the following areas was conducted:

- Applied Arts, Vocational Arts, Technical Arts, Home Economics, Classrooms and Labs:
  - Science labs and storage rooms
  - Art and ceramics rooms
  - Photography rooms
  - Wood shops
  - Metal/welding/machine shops
  - Auto shops
  - Home economics rooms
  - Computer/technology labs
  - Libraries
  - Graphics/print shops
- Student Health Center
- Child care and Child Development
- Athletic equipment, facilities housing playground, and athletic equipment including:
  - Bleachers
  - Stadiums
  - Athletic fields
  - Swimming/Diving pools
  - Weight rooms
  - Gymnasiums
  - Basketball nets/backboards
  - Hard court areas
  - Locker rooms
- A representative sampling of general classrooms

- Grounds and common areas including:
  - Sidewalks
  - Walkways
  - Parking lots
  - Turf
  - Cafeterias
- Theaters
- Maintenance/grounds and transportation facilities
- Electrical and mechanical rooms
- Boiler rooms

### **SITES INSPECTED**

The following is a list of sites included in the December 2009 SWACC Inspection:

SAN JOSE CITY COLLEGE  
EVERGREEN COLLEGE  
DISTRICT OFFICE  
POLICE ACADEMY

## **SUMMARY**

### **SITE HISTORY-San Jose City College**

Celebrating more than seventy-five years of service to the residents of San José, Milpitas, and other neighboring communities, San José City College is proud to continue its tradition of excellence.

From its modest beginnings in 1921, San José City College has grown into a world-class institution enrolling about ten thousand students each semester. It serves Silicon Valley, known internationally as a center for innovation in technology and research, as well as a region whose population is growing due to the high quality of life residents enjoy in the southern San Francisco Bay Area. San Jose Community College serves Santa Clara County. The District offers a comprehensive selection of occupational, transfer, and community education classes.



### **SITE HISTORY-Evergreen Valley College**

Evergreen Valley College opened its doors in 1975 to 3000 students and currently hosts over 8000 students from more than 70 countries. The rich variety of cultures, which both enhances and enriches campus life, comprises one of the most diverse student bodies within the California Community College System.

Planning for the college began on July 1, 1964, when the San José/Evergreen Community College District officially became an independent college district. The site was purchased in 1967 and named Evergreen Valley College in 1970. When the first two buildings were complete in 1975, we welcomed our first graduating class.

In recent years, bond measures have allowed us to build much needed facilities: classrooms and labs for biological sciences and nursing education programs, a robust Library, a center to accommodate vibrant student life, and the Montgomery Hill Observatory.

## **PROPERTY AND LIABILITY CLAIMS**

Prior to the inspection, Property and Liability claims were reviewed to determine if the cause of these claims have the potential to be addressed in the inspection and note for correction.

There were two liability claims for the calendar year 2008/2009.

No significant property claims for this period.

Policy Year	Claim Cause	Total Paid	Total Incurred	MRL Paid	MRL Incurred	Incident Description	Coverage Description
2008	E&O - Discrimination	101,263.11	145,000.00	100,000.00	100,000.00	Claimant alleges discrimination.	General Liability
2008	E&O - Wrongful Termination	43,059.22	78,260.00	43,059.22	78,260.00	Claimant alleges wrongful termination.	General Liability

### **Exterior Lighting and Evening Hour Illumination**

Exterior lighting serves as safety and aesthetic purposes, illuminating dark areas and providing highlights and accents. Effective lighting will highlight building and landscape features, add emphasis to important spaces, and respond to the element of nighttime vitality, appearance, and safety. Various areas about the District were viewed in the early evening and morning hours. Parking lot and breezeway lighting appeared to be adequate to illuminated.

### **Food Service Outsource for Student Centers**

The District has outsourced its food preparation services for on-campus walk-up delicatessens, coffee carts, and the daily foods. The kitchen staff were vendor employees and under the direct supervision of said vendor. All staff is to wear uniforms appropriate to the food service industry (aprons, smocks, or pantsuits) and practiced personal hygiene practices when preparing and handling food.

### **Classrooms and Offices**

A random sampling of classrooms and offices were inspected and found to be orderly. The technicians and faculty/instructor interviewed made safety their top priority and insured that their areas of responsibility were in compliance and their people were notified of safety issues and proper safety procedures.

### **District Sponsored Courses**

The District offers classes or programs including Nursing, Public Safety, and Industrial Technology Curriculum for all of these classes include an emphasis on safety.

## **PROGRAM REVIEW**

### **Security**

#### **Survey Findings:**

The District has their own armed Police force/security staff that patrols the buildings and grounds. They are Police officers patrolling the campus in marked police vehicles enforcing laws of the State of California.

Police and public safety services include crime prevention, lost and found property control, emergency/disaster management, crime and accident investigation, parking control, and security escort services.



**Corrective Action:**

None at this time.

**Emergency Preparedness**

**Survey Findings:**

The District has developed and implemented an Emergency Response & Preparedness Program associated with chemical exposures, emergency evacuations, earthquake, etc. The overall purpose of the plan is to be prepared for the unexpected.

**Corrective Action:**

None at this time.

**Fire Protection**

**Survey Findings:**

All District buildings are protected by electronically monitored fire alarms. All alarms are connected to and monitored. It was reported that an outside vendor services all fire extinguishers in the District annually, and inspected on a monthly basis.

**Corrective Action:** District Wide

Fire Extinguishers are required to be visually inspected at least once per month. To ensure the inspections are done, all responsible parties should initial and date the service tag, which is attached to each extinguisher at the annual servicing.

**Playground Safety – CDC**

**Survey Findings:**

All visitors and parents are required to sign-in upon entering the Center. A staff member escorts visitors throughout the Center. Infants, toddlers, and pre-school age children are segregated into their respective communal areas and playgrounds are fenced.

**Corrective Action:**

None at this time.

**Pest Control and Herbicide Management**

**Survey Findings:**

The District does have an Integrated Pesticide Management Program (IPMP) in effect. Wherever possible, the preferred method is to use biological controls or natural substances for controlling pests, plant diseases, and weeds on campus.

This allows the District to limit the type and quantity of chemical and other less desirable controls. If the use of chemicals is unavoidable, the District uses less potent chemicals whenever possible.

**Corrective Action:**

None at this time.

## **Chemical Safety Chemical Safety**

### **Survey Findings:**

Appropriate precautions for chemical storage and handling to be well controlled with regard to gas, oil, fertilizers, etc. in maintenance areas, chemical storage rooms, and science labs within the science facilities.

### **Corrective Action:** District Wide

Hazardous liquids stored under the ventilation hoods and maintenance areas should be removed and be placed flammable, correctives cabinets or designated store areas identified to store such materials.

Chemicals that are no longer used or outdated should be removed from site by a licensed vendor.

## **Forklift/Utility Cart Procedures**

### **Survey Findings:**

The District currently has a formal key control and training program for employees operating utility carts. A formal training program is in place for Forklift operators within the Facilities Department.

### **Corrective Action:**

None at this time.

## **Injury Illness Preventive Program**

### **Survey Findings:**

The District has established a facilities self-inspection program as part of its Injury and Illness Prevention Program (IIPP). Hazardous conditions are reported directly to the Facilities staff through either a hardcopy or an electronic maintenance request system.

### **Corrective Action:**

None at this time.

## **RECOMMENDATIONS**

Recommendations resulting from the inspection are listed under Priority, Site Specific, or General. Priority Recommendations are those that need immediate attention. Site Specific Recommendations are those that are specific to a particular work site. General Recommendations are those that apply to some or all sites or operations throughout the District. General Recommendations may also be those observations for which administrative controls should be implemented. In some cases, General Recommendations are presented for future reference

## DISTRICT WIDE RECOMMENDATIONS

### **Trash Receptacles**

Should be removed from flammable materials, next to walls and under building eaves.



### **Fire Extinguisher**

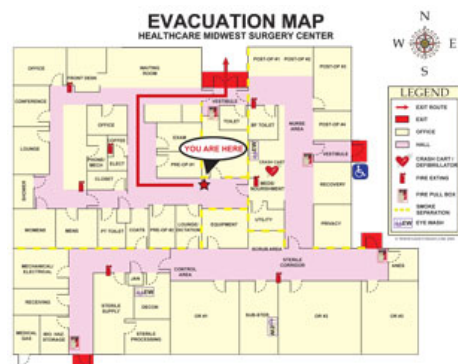
Extinguishers are required to be visually inspected at least once per month. To ensure the inspections are done, all responsible parties should initial and date the service tag, which is attached to each extinguisher at the annual servicing.



(Example)

### **Evacuation Maps**

Evacuation maps are an integral part of an effective Emergency Action Plan. During the inspection, it was noted that many classrooms throughout the District did not have evacuation maps posted. Evacuation maps should be site maps with an approved evacuation route for the room clearly marked on the map. The map should be conspicuously posted at the designated exit door in each room.

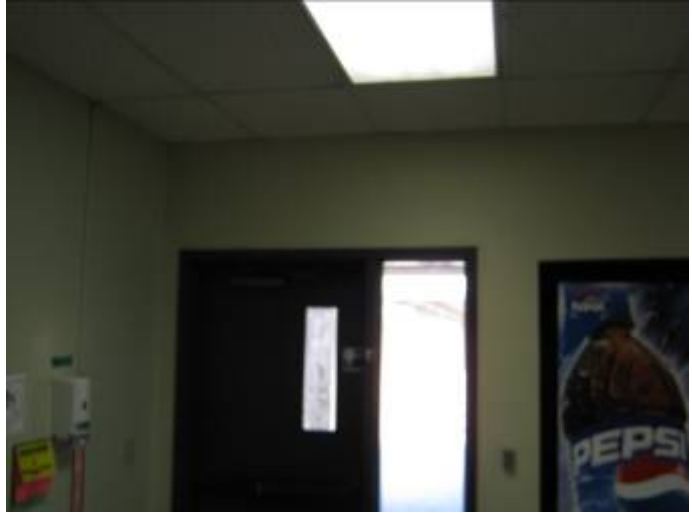


(Example)

## ***DISTRICT OFFICE***

### **Exit Signs**

Exit signs should be installed 6" above any door that require identification as an exit. The sign should be adequately illuminated or be of a glow-in-the-dark type.



# SWACC INSPECTION FOR SAN JOSE CITY COLLEGE

## **IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS**

### ***SAN JOSE CITY COLLEGE***

#### **HAVC Department**

##### **Electrical Panel**

Panel Board missing cover. Ensure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employee.

Instructor was immediately contacted and issues were discussed.

## SITE SPECIFIC RECOMMENDATIONS

### *SAN JOSE CITY COLLEGE*

#### Biology/Chemistry Rooms

##### **Ventilation Hoods**

When sinks are operable, the use of nearby electrical circuits increases the risk of electric shock injuries. Therefore, the electrical circuits/outlets should be equipped with ground fault interrupters.



#### Weight Training/Exercise Room

##### **Electrical Outlets**

Multiple electrical outlets not secured/missing wall plate. The electric receptacle(s) was (were) defective and should be repaired/replaced or the circuits de-energized. Electric equipment firmly secured to the surface on which it is mounted.



##### **Floor Mats**

The padding on the floor was torn and not secured should be replaced to eliminate the hazard that was observed.





## ***SAN JOSE CITY COLLEGE***

### **Ceramics**

#### **Ceramic/Glass Kilns**

Doors/walls damage on kilns, damaged or decaying. Requires repair with in manufacture's guidelines.

The Kilns should be provided with a "DANGER-HOT" sign.



#### **Bench Grinder**

Missing tongues, tool rests, eye shield. All grinders should be inspected and repaired/adjusted to meet the following requirements: tongue guards attached and adjusted to within 1/4" of the grinding wheel. Tool rests attached and adjusted to within 1/8" of the grinding wheel, safety shields over the grinding wheels/brushes safety shields.



#### **Storage**

Heavy objects stored on top of shelves create a falling hazard and should be removed and stored at a lower level.

The cabinet should be anchored to prevent tip over or inadvertent movement.





## ***SAN JOSE CITY COLLEGE***

### **Cabinet Shop**

#### **Floor Load Limit Signage**

The weight limit should be determined for mezzanine. The limit should also be posted in a clearly visible area, and the load limit enforced.



#### **Miter Saw**

The Miter Saw blade guard is missing. A guard should be installed and in place during use or the equipment removed. The guarding device should be designed and constructed to prevent the operator from having any part of his body in a danger zone during the operating cycle.



### **Wood Shop**

#### **Drill Press**

Bench-style and unstable freestanding equipment, i.e., grinders, vises, miter saws, and drill presses, should be secured to the bench or floor, as appropriate, to prevent them from moving or tipping over during use.



## ***SAN JOSE CITY COLLEGE***

### **Boiler Room**

#### **General Housekeeping**

Good housekeeping conditions shall be maintained at all times. The area should be kept in a clean and orderly condition. Aisles and passageways should be kept clear and in good repair.



#### **Eyewash/Area**

Proper functioning eyewash and deluge showers are essential to the reduction of the severity of chemical exposure injuries. Therefore, all emergency eyewash stations and deluge showers should be inspected and tested at least monthly to ensure proper operations. All inspection information and results should be documented and kept in a central location for at least one year.

Housekeeping should be improved to eliminate restricted access that was observed.



### **Baseball Field**

#### **Players Bench**

All wooden “players” benches that are cracked, splintered, rotted, and/or broken should be repaired or replaced. Metal support brackets must not lack integrity.





## ***SAN JOSE CITY COLLEGE***

### **Theater**

#### **Prop Department**

All flammable combustible liquids should be removed from the wooden cabinet and stored in an approved cabinet or an area designed for flammable liquid storage.



#### **Hot Plate**

Never use power cords with broken/cracked insulation, tape-covered splices, or other makeshift repairs/connections. The hot plate has a defective electric cord. The cord should be repaired, replaced or the unit removed from service.



#### **Stage Area**

The electric receptacle(s) was (were) defective and should be repaired/replaced or the circuits de-energized.



## ***SAN JOSE CITY COLLEGE***

### **Theater (Continue)**

#### **Outside Exit Door**

Exit signs, when lit, should be clearly visible; therefore, all defective and/or missing sign light diffusers should be replaced.



#### **Control Both Stairwell**

Low-level floor lighting should be provided to illuminate the aisle/stairs. These lights should be incorporated into the emergency lighting system.



### **Power Plant**

#### **Hazardous Material**

Flammable and combustible materials not properly sorted properly throughout department. To be stored in an approved cabinet or an area designed for flammable liquid storage.



## ***SAN JOSE CITY COLLEGE***

### **Power Plant (Continue)**

#### **Housekeeping**

Housekeeping should be improved. The area should be kept in a clean and orderly condition. Aisles and passageways should be kept clear and in good repair.



#### **Hazardous Waste Petroleum**

Used oil was stored in an improper container. An appropriate chemical container should be obtained (available through chemical suppliers) and the contents transferred using proper safety precautions.



#### **Solid Shop Rag**

A metal container with an attached, self-closing cover should be provided for the storage of oily and solvent soaked rags.





## ***SAN JOSE CITY COLLEGE***

### **Power Plant (Continue)**

#### **Oxygen-Fuel/Gas Cylinders**

The spare acetylene and oxygen cylinders are not properly stored and should be separated by a 20' space or a 5' non-combustible wall having a 1/2-hour fire resistive rating. Assigned storage spaces shall be located where cylinders will not be knocked over or damaged by passing or falling object.



#### **Eyewash**

Proper functioning eyewash and deluge showers are essential to the reduction of the severity of chemical exposure injuries. Therefore, all emergency eyewash stations and deluge showers should be inspected and tested at least monthly to ensure proper operations. All inspection information and results should be documented and kept in a central location for at least one year.



#### **Cafeteria**

#### **Electrical outlet**

The “octopus” collection of electric power cords to one electric outlet should be replaced with U.L. approved multi-outlet electrical receptacles to reduce fire and electric shock hazards. Only power strips equipped with internal fuses are acceptable as permanent wiring.



***SAN JOSE CITY COLLEGE***

**Cafeteria (Continue)**

**Electrical Extension Cord**

Extension cord utilized as permanent wiring to espresso machine. Multi-outlet receptacles should be installed in order to eliminate the use of long extension cords to wall power outlets. The cords create trip/fall and electric shock hazards.



**Child Development Center**

**Wood Retaining Wall**

Deterioration of wooden wall. Children often utilize this area to play

(1)



**Riding/Walking Path**

(2)



***SAN JOSE CITY COLLEGE***

**Child Development Center (Continue)**

**Second floor Carpet**

The raised/torn carpet creates a trip/fall hazard and should be removed or re-installed to eliminate the hazard.





# SWACC INSPECTION FOR EVERGREEN COLLEGE

## IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS

### *EVERGREEN COLLEGE*

#### Automotive Shop

##### **Fire Riser**

Deteriorating fire riser coupler, water visibly emitting. Requires repair immediately, protect integrate of fire suppressions system.

Faculties Director Robert Diaz immediately contacted discussed issue.



#### Science Labs

##### **Science Lab Ventilation Hoods**

Hazardous liquids stored under the ventilation hood should be removed to provide adequate space and safe conditions for lab experiments conducted under the hood.



## SITE SPECIFIC RECOMMENDATIONS

### *EVERGREEN COLLEGE*

#### Automotive Shop

##### **Storage Area**

Heavy objects stored on top of shelves create a falling hazard and should be removed and stored at a lower level.



#### Acacia Center

##### **Second Floor Exit Sign**

Exit signs, when lit, should be clearly visible; therefore, all defective and/or missing sign light diffusers should be replaced. Exit or directional signs, or both, shall be provided at every exit door, and stairwell.



#### Biology/Chemistry Rooms

##### **Ventilation Hoods**

When sinks are operable, the use of nearby electrical circuits increases the risk of electric shock injuries. Therefore, the electrical circuits/outlets should be equipped with ground fault interrupters.



## ***EVERGREEN COLLEGE***

### **Information Technology Storage Area**

#### **Doorway**

Unmarked change in evaluation, stepping in and out of area potential slip, trip, and fall. Entrance should be identified or posted.



### **Maintenance Facility**

#### **Eyewash/Area/Housekeeping**

Proper functioning eyewash and deluge showers are essential to the reduction of the severity of chemical exposure injuries. Therefore, all emergency eyewash stations and deluge showers should be inspected and tested at least monthly to ensure proper operations. Housekeeping should be improved to eliminate access to eyewash area.



#### **Hazardous Material Storage**

A 55-gallon drum of oil was observed in side the landscaping shield. As part of an on-site management program for hazardous wastes, each waste container should be provided with a means of secondary containment. Secondary containment can be achieved through the use of concrete berms or polyethylene spill skids, which will retain any leaks or spills.





## ***EVERGREEN COLLEGE***

### **Paint Shop**

#### **Housekeeping**

Should be improved to eliminate trip hazard that was observed.



#### **Storage of Waste Paint**

Keep the containers sealed or closed at all times. Containers must be protected from the weather and physical damage. Train personnel in the safe use, storage, and shipping procedures for waste paint.



### **Warehouse**

#### **Storage Area**

The heavy objects on top of the shelves creates a falling object hazard and should be removed and stored at a lower level, or be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.

