



Corrective Action Notice

School : HARTE PREP MS
Cost Center : 0001817001
Address : 9301 S HOOVER ST
 LOS ANGELES, CA90044
Site Administrator : MAGAN MITCHELL
Complex Project Manager : Ramon Saldana
Inspection Date : Feb 15, 2023
Inspection Type : Routine Safe School Inspection
Inspector : Gonzalez, Francisco

Priority	Due Date	Deficiency#	Category	Corrective Action	Comments	Location	Resp. Party	Certify
Level 1	Feb 16, 2023	36366156	Chemical Safety	Ensure flammable materials are stored in approved safety containers, such as a portable gas can, and properly labeled.	Ensure gas containers are stored in Gas Bunker.	Plant Manager's Office	School	
Level 1	Feb 16, 2023	36366072	Chemical Safety	Do not use chemicals unless approved for District use by OEHS. Refer to the OEHS website at https://achieve.lausd.net/oehschemeval (see Product Review) or contact OEHS at (213) 241-3199 for assistance.	Only use district approved chemicals. Remove unapproved insect repellent and aerosol containers.	Library	School	
Level 1	Feb 16, 2023	36366160	Chemical Safety	Ensure flammable and combustible liquids are secured in approved cabinets with self-closing doors.	Ensure engine oil used in gardening equipment is stored in approved cabinets.	Gardening Shed	School	
Level 1	Feb 16, 2023	36366087	Facilities and Equipment Maintenance	Ensure electrical equipment components operating at 50 volts or above are guarded to prevent access, unless confined to rooms only accessible to qualified persons.	Ensure electrical panels and IDF panels are locked to prevent unauthorized access.	A Building's Hopper Room; Room 140; Room 232; Room 132; Cafeteria; Assembly Hall	Facilities	
Level 2	Mar 18, 2023	36366220	Fire/Life Safety	Provide visible exit signs or directional signs for all exit doors and escape pathways. Ensure illuminated exit signs are on at all times. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .		Building A Hallway; Assembly Hall; Girl's Gym 1st Floor Office	School	

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Level 2	Mar 18, 2023	36366161	Fire/Life Safety	Post evacuation map in all multi-story buildings at each main entrance, elevator lobby and near enclosed stairwells. Maps are also required in assembly areas with occupancies over 300.		ASSEMBLY HALL, Assembly Hall	Facilities	
Level 2	Mar 17, 2023	36358038	Fire/Life Safety	Remove curtains that are not flame resistant.	Ensure that the stage curtains are re-treated to be flame resistant and uphold current certification. Place a trouble call to Maintenance and Operations for re-certification of the curtains. Recommendations indicate a period of 5-years for re-inspection.	ASSEMBLY HALL, Assembly Hall	School	
Level 2	Mar 18, 2023	36366075	Pest Management	Provide air curtains, fly fans and/or self-closing screen doors for all cafeteria doors opening to the outside. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .		South Entrance of Cafeteria	Food Services	
Level 2	Mar 18, 2023	36366062	Pest Management	Ensure food is stored in sealed, vermin-proof containers.		Library	Food Services	
Level 2	Mar 18, 2023	36366175	Chemical Safety	Dispose of hazardous waste generated at schools at least every 180 days. To request pickup and disposal services, submit a work order to https://facapps.lausd.net/mwkiosk and complete a request form at https://bit.ly/LAUSDHazardousWastePickupRequest . For assistance, contact OEHS at (213) 241-3199.	Ensure expired paint is disposed of.	Paint Shed	School	
Level 2	Mar 18, 2023	36366144	Injury and Illness Prevention	Ensure extension cords, outlet multipliers and surge protectors are not used in series.	Please review BUL-6430 Electric Vehicle Charging. Ensure charging cable and extension cords are not used in series.	SOUTH PARKING ZONE, South parking lot	School	
Level 2	Mar 18, 2023	36366025	Emergency Procedures (Integrated Safe School Plan)	Remove all materials and objects stored on top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling.		Room 210; Room 214; Room 224; Building C Mechanical Room; Room 132; Room 232; Room 160; Room 151	School	

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Level 2	Mar 18, 2023	36366150	Emergency Procedures (Integrated Safe School Plan)	Remove all materials and objects stored on top of cabinets or upper shelves unless such objects are fastened to the shelf or otherwise restrained from falling.		Faculty Lounge Hopper Room; Kitchen Storage Room; Plant Manager's Office; Book Store;	School	
Level 2	Mar 18, 2023	36366056	Facilities and Equipment Maintenance	Ensure asphalt and other paved areas are in good condition (e.g., free of significant cracks, holes, standing water). If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .		SOUTH PARKING ZONE, South Parking Lot	Facilities	
Level 2	Mar 18, 2023	36366136	Facilities and Equipment Maintenance	Repair/replace damaged or missing ceiling tile(s). Consult the Asbestos Management Plan prior to repair. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .		Boy's Gym; Room 232; Room 140; Room 241; Building A Hallway; Library; Building B Hallway	Facilities	
Level 2	Mar 18, 2023	36366098	Facilities and Equipment Maintenance	Maintain a minimum 3-foot clearance around all electrical equipment (e.g., electrical panels, switchgear, transformers).		Assembly Hall Mechanical Room; Room 132; Covered Eating Area	School	
Level 2	Mar 18, 2023	36366102	Facilities and Equipment Maintenance	Ensure campus grounds and equipment are maintained in good repair. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .	Repair window blinds.	Room 140	Facilities	
Level 2	Mar 18, 2023	36366202	Facilities and Equipment Maintenance	Ensure campus grounds and equipment are maintained in good repair. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .	Ensure hole on the east wall is repaired.	East Wall of Room 274	Facilities	
Level 2	Mar 18, 2023	36366168	Facilities and Equipment Maintenance	Ensure all areas in the school are clean, well maintained and free of clutter.		Library Storage Room; Assembly Hall Mechanical Room; Book Store; Assembly Hall	School	
Level 2	Mar 18, 2023	36366197	Fire/Life Safety	Conduct and document monthly visual inspection of portable fire extinguishers. Note inspection date on the service tag and the Fire Log Book.		Kitchen; South Mechanical Room; Room 151	School	

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Level 2	Mar 17, 2023	36358033	Fire/Life Safety	Ensure ANSUL fire suppression systems are serviced every 6 months. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .	Provide ANSUL fire suppression systems logs for review.	CAFE ZONE, Kitchen	Facilities	
Level 2	Mar 18, 2023	36365945	Fire/Life Safety	Each school or office shall create an AED Binder to be placed on top of each AED's cabinet(s) and include the following inside the binder: * Completed CPR/AED Emergency Response Site Plan * Bulletin 4480.2 Policy and Procedure for the Acquisition and Use of AEDs.		ADMINISTRATION BLDG, Nurse's Office	School	
Level 2	Mar 18, 2023	36366190	Fire/Life Safety	Maintain aisles and walkways free of obstruction or tripping hazards.		Room 160; Plant Manager's Office; Assembly Hall Mech. Room; Library Storage Room; Exterior Dining	School	
Level 2	Mar 18, 2023	36366108	Fire/Life Safety	Remove combustible materials (e.g. paper decorations, hanging mobiles) from exit doors, ceilings, electrical panels, light fixtures, fire sprinklers and heaters.		Room 140	School	
Level 3	May 17, 2023	36366162	Fire/Life Safety	Post signs in a conspicuous place near the main exit doorway of assembly rooms indicating maximum occupant load and usage.		ASSEMBLY HALL, Assembly Hall	Facilities	
Level 3	May 17, 2023	36366212	Facilities and Equipment Maintenance	Repair/replace burned out light bulbs (lamps). If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .	Replace burned out lightbulbs and missing ballast covers.	Room 224; C Building 2nd Story Storage Room	School	
Level 3	May 17, 2023	36366051	Emergency Procedures (Integrated Safe School Plan)	Provide seismic bracing for furniture, equipment and appliances.		Library	Facilities	
Level 3	May 17, 2023	36365907	Injury and Illness Prevention	Maintain and implement a written Bloodborne Pathogen Exposure Control Plan to minimize exposure to bloodborne pathogens pursuant to Title 8 CCR. (See School Nurse for requirements.)		Nurse's Office	School	

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Level 3	May 17, 2023	36366114	Facilities and Equipment Maintenance	Remove unusable equipment and other salvage items pursuant to the LAUSD Procurement Manual. To request pick-up, email transportation order form to Truck Operations at truckop@lausd.net	Remove damaged bleachers and unused wooden pallets.	Assembly Hall; Exterior of the Boy's Gym	School	
Level 3	May 17, 2023	36365930	Asbestos Management	Ensure a 3-Year Asbestos Re-Inspection is conducted by the Facilities Environmental Technical Unit (FETU) and results are included in the school Asbestos Management Plan. For assistance, contact FETU at (213) 745-1450.	The last documented 3-Year Asbestos Re-inspection was completed on 02/26/2018.	Main Office	Facilities	
Level 3	May 16, 2023	36358044	Chemical Safety	Ensure a site chemical inventory is maintained pursuant to the Hazard Communication Program. The inventory must include all chemical products used or stored on site including cleaning, art, laboratory, shop and office products.	Ensure that the plant manager and cafeteria manager provide a current inventory of chemicals and cleaning supplies used on site and corresponding Safety Data Sheets.	Plant Manager's Office; Cafeteria Manager's Office	School	

List of Open Deficiencies in this site

Priority	Due Date	Deficiency#	Category	Corrective Action	Comments	Location	Resp. Party	Certify
Level 1	May 26, 2016	28346009	Chemical Safety	Provide approved hands-free eyewash stations in all laboratories or work areas where chemicals can cause corrosion, severe irritation or permanent tissue damage or which are toxic by absorption. Eyewash stations must be free of obstructions, accessible and reachable within 10 seconds (approximately 50 feet) from work stations.	Provide approved hands-free eyewash station in the chemical storage room.	8170_Harte Prep MS_General Science 207	Facilities	
Level 3	Aug 24, 2016	28346000	Chemical Safety	Implement a Hazard Communication Program pursuant to Cal/OSHA requirements. Obtain a copy of the District's Hazard Communication Program at https://bit.ly/LAUSDHazardCommunicationPlan or contact OEHS at (213) 241-3199.	Implement and maintain a copy of the Hazard Communication Program on site to ensure compliance with Cal/OSHA requirements. Program can be download from OEHS website http://achieve.lausd.net/Page/3987		School	
Level 3	Aug 24, 2016	28345998	Injury and Illness Prevention	Conduct and document semi-annual safety inspections pursuant to Injury and Illness Prevention Program (IIPP). Maintain inspection records for at least 3 years.	Conduct and document semi-annual safety inspections. Use the Facility Inspection Checklist (Attachment E) of the Injury and Illness Prevention Program.		School	

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Level 3	Aug 24, 2016	28345994	Injury and Illness Prevention	Establish a School Safety Committee that meets at least quarterly and documents meeting minutes. Responsibilities include: review inspection findings, alleged hazardous conditions and incident reports to identify safety issues and prevent recurrence.	Establish a School Safety Committee and document their membership using Table 2 of the Injury and Illness Prevention Program.		School	
Level 3	Aug 24, 2016	28345988	Injury and Illness Prevention	Prepare and implement an Injury and Illness Prevention Program (IIPP) using the OEHS "IIPP Template," and update at least annually in accordance with BUL-3772.3. For assistance, contact OEHS at (213) 241-3199.	Ensure that the Injury and Illness Prevention Program is updated to reflect current school year.		School	
Level 2	Dec 30, 2017	28350407	Fire/Life Safety	Provide visible exit signs or directional signs for all exit doors and escape pathways. Ensure illuminated exit signs are on at all times. If necessary, submit a service request to the Maintenance and Operations Maximo Kiosk at https://facapps.lausd.net/oehs/ .	At time of inspection No "EXIT" signs were found posted in hallway along Classrooms 220 through 224.	8170_Harte Prep MS_Hall	School	
Level 3	Feb 28, 2018	28350402	Injury and Illness Prevention	Prepare and implement an Injury and Illness Prevention Program (IIPP) using the OEHS "IIPP Template," and update at least annually in accordance with BUL-3772.3. For assistance, contact OEHS at (213) 241-3199.	Insufficient Injury and Illness Prevention Program [IIPP] written documentation was presented for review during OEHS inspection [template only]. Paper copy of current IIPP documentation is to be readily available, at all times, for review by school commu	8170_Harte Prep MS_Administration	School	
Level 3	Feb 28, 2018	28350403	Injury and Illness Prevention	Provide and maintain records of annual Injury and Illness Prevention Program (IIPP) training. Maintain training records on-site for 3 years.	Provide and maintain records of annual Injury and Illness Prevention Program (IIPP) training. Maintain training records on-site for 3 years.	8170_Harte Prep MS_Administration	School	
Level 3	May 6, 2018	28351228	Chemical Safety	Provide all employees with annual Hazard Communication training on hazardous chemicals used in their respective work areas. Employees must be retrained when new hazards are introduced into the workplace.	At the time of inspection, OEHS was not able to review Hazardous Communication Training Log. Ensure to provide the Hazardous Communication Training to all staffs and keep the training sign in sheets for 3 years for review.		School	