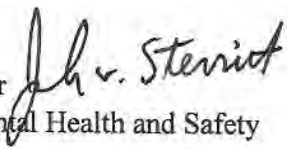


INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District

TO: Principals
All Schools

DATE: February 9, 2011

FROM: John Sterritt, Director 
Office of Environmental Health and Safety

SUBJECT: IN-WALL TABLES AND BENCHES

The Office of Environmental Health and Safety (OEHS) has issued the attached Safety Alert, No. 11-01, *In-Wall Tables and Benches* to provide administrators with guidelines for inspecting in-wall tables and benches which are used in schools throughout the District. This equipment is primarily found in cafeterias, multipurpose rooms and auditoriums. The ability to fold the tables and benches up into the wall makes them versatile and saves space. However, should a table or bench fall out of its wall pocket, a serious injury could result.

The Safety Alert provides specific guidance in identifying safety measures that must be in place anytime an area with this equipment is occupied. In addition, attached is a sample checklist provided for your convenience and use. OEHS requests the following immediate actions:

1. Identify all locations within your school, if any, where in-wall tables/benches exist.
2. Using the direction in Safety Alert No. 11-01, inspect every unit to verify safety measures are in working order.
3. Recall every key that operates the locks associated with this equipment and determine which staff members shall have custody of the keys in the future.
4. Permit only trained custodial staff to have access to the keys and operate the equipment.
5. Ensure equipment is not misused in any manner.
6. Should any safety measures not be immediately addressable, discontinue use of equipment immediately and close affected areas if necessary. For example, if a safety latch is inoperable, but the equipment can be locked in the open, outstretched position, the area may be able to be safely occupied. Your OEHS Safety Officer can provide specific guidance and can be reached at (213) 241-3199.
7. Develop site procedures that incorporate on-going self inspections. The sample checklist provided may be used for this purpose. In compliance with the mandated Injury and Illness Prevention Program (BUL 3772), each site is responsible for conducting two documented, comprehensive site safety inspections per year. As such, the inspection of in-wall tables and benches shall be completed and documented at least twice a year and may be incorporated into the biannual safety inspections. To assess

compliance, OEHS will request proof of documentation during routine Safe School Inspections or as necessary.

Immediate inspection of this equipment to ensure it is in proper working order is critical. If any of these safety features are missing or broken, place a trouble call to Maintenance and Operations Branch at (213) 745-1600. Do not attempt to store the tables or benches in their pockets unless appropriate safety devices are operable and engaged.

School staff, including teachers and aides, should be trained to conduct safety assessments whenever an area with this equipment is to be used. For example, a teacher bringing students into such an area should conduct a visual check to determine if safety devices, such as a butterfly/t-bar latch, are in place. Please note that there are different manufacturers and models of this equipment throughout the District and equipment features and operation may differ from school to school.

If you have specific questions regarding your equipment, please contact your Maintenance and Operations Area. General questions may be addressed to the Office of Environmental Health and Safety at (213) 241-3199.

Attachments

c: John Deasy
Michelle King
Wendy Macy
Local District Superintendents
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Robert Alaniz



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SAFETY ALERT

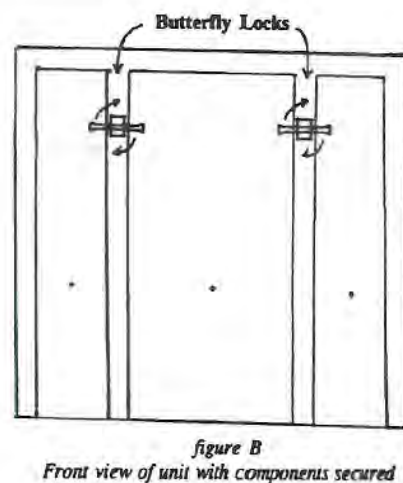
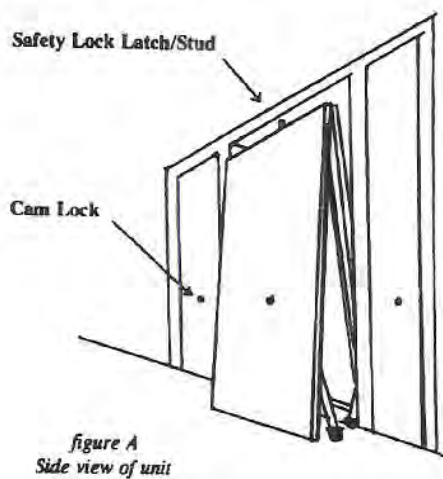
No. 11-01

IN-WALL TABLES AND BENCHES

FEBRUARY 2011

In-wall tables and benches are used in schools throughout the District. This equipment is primarily found in cafeterias, multipurpose rooms and auditoriums. The ability to fold the tables and benches up into the wall makes them versatile and saves space. However, should a table or bench fall out of its wall pocket, a serious injury could result. Therefore, proper maintenance of these units is critical for the safety of staff, students and visitors. Please ensure that the following safety features exist and are in operable condition.

1. **Safety Lock Latch/Stud (figure A):** Located on the bracket inside the folding edge of each table and bench. The latch/stud should fasten into the slot at the head of the pocket to prevent the unit from falling out top first.
2. **Cam Locks (figure A):** Found on the surfaces of the tables and benches. Turning this lock will force a set of locking pins to emerge from the sides of the table or bench and lock into the pocket. This lock should be able to lock the equipment in both open and closed positions. The key for this lock must be maintained in a secure manner and used by trained personnel only.
3. **Butterfly/T-Bar Locks (figure B):** Installed on the outside of the wall pockets. These locks provide additional support to stabilize the tables and benches in the pocket. They are mainly used as a visual check to show that the components are properly folded and stored. They are not meant to be used as the sole support for the equipment as they could bend or break resulting from bearing a continued heavy load.



DISTRIBUTION: All Schools and Local District Offices

Only trained custodial staff shall have access to the key and be allowed to put equipment up or down. Instruction to all staff must be given immediately that details the procedure for requesting use of this equipment. Additionally staff shall be trained to conduct visual inspections of this equipment every time the area is in use.

Immediate inspection of this equipment is critical. If any of these safety features are missing or broken, place a trouble call to Maintenance and Operations Branch at (213) 745-1600. Do not attempt to store the tables or benches in their pockets unless all three locks are operable and engaged.

Please note that there are different manufacturers and models of this equipment throughout the District and equipment features and operation may differ from school to school. If you have specific questions regarding your equipment, please contact your Maintenance and Operations Area. General questions regarding this Safety Alert may be addressed to the Office of Environmental Health and Safety at (213) 241-3199.



Office of Environmental Health & Safety
 333 S. Beaudry Avenue, 20th Floor
 Los Angeles, Ca 90017
 Phone: (213) 241-3199
 Fax: (213) 241-6816

In-Wall Tables and Benches Safety Checklist



The purpose of this checklist is to identify essential safety requirements to be met prior to occupancy of school areas equipped with in-wall tables and benches. Additional information can be found in Safety Alert No. 11-01, In-Wall-Tables and Benches, available at www.lausd-oehs.org. Please provide additional notes as needed on back or on separate paper. Provide information to identify specific pieces of equipment (i.e. map). This checklist shall be used at least biannually and records kept on-site with other safety documentation. OEHS will review inspection records during routine Safe School Inspections or as necessary. If you have any comments or questions, please call OEHS at (213) 241-3199.

		Date:	Inspector:	Y	N	N/A
		School:	Principal:			
		Area of school:				
A. Safety Mechanisms						
1.	Does all equipment have a working safety latch (figure A) located on the inside folding edge of each table and bench? (The latch should fasten into the slot at the head of the pocket to prevent the unit from falling out top first.)					
2.	Does all equipment have a working cam lock (figure A) located on the outside surface of each table and bench? (Turning this lock should force a set of locking pins to emerge from the sides of the table or bench and lock into the pocket. This lock should be able to lock the equipment in both open and closed positions.)					
3.	Are the cam locks (figure A) being properly used?					
4.	Does all equipment have butterfly/t-bar locks (figure B) located on the outside of the wall pocket and if so, are they functional? (These locks provide additional support to stabilize the tables and benches in the pocket. They are mainly used as a visual check to show that the components are properly folded and stored.)					
5.	Are butterfly/t-bar locks being properly used?					
6.	Is equipment able to be locked in both an open and closed position?					
B. Procedures						
1.	Does only trained custodial staff have access to the cam lock key?					
2.	Is the operation of this equipment limited to only trained custodial staff?					
3.	Is equipment checked prior to student or staff occupancy to ensure safety mechanisms are in place and in working order?					
4.	Are identified equipment malfunctions immediately reported to M&O?					
5.	When applicable, is occupancy at affected areas restricted until appropriate repairs are made?					
6.	Is equipment locked in open position when in use and in closed position when not in use?					
7.	Is staff trained on the procedure to request use of this equipment from custodial staff?					
C. Clearance for Occupancy						
1.	Are there no additional conditions that present a safety hazard?					
2.	Has the inspector assessed compliance with the above requirements and determined the designated area safe to occupy?					

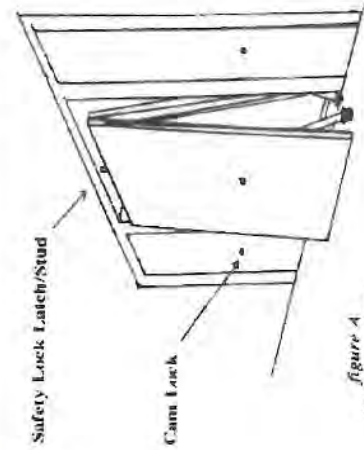


Figure A
Side view of unit

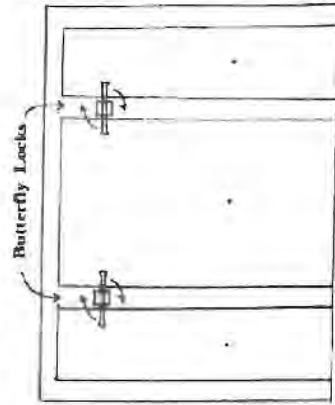


Figure B
Front view of unit with components secured

Please note that there are different manufacturers and models of this equipment throughout the District and differ from school to school. This information is provided as general guidance.