

# School Environment Team (SET) Project

## Shop (TECH ED) Classroom Checklist Line Item Explanations

*The following material explains, line by line, why a unique item is on the checklist. For each Shop Classroom complete this checklist together with the Master Checklist.*

*This document follows in order of the checklist for easy reference. Remember that each person's opinion as to what an odor is or what the cause of a problem is may differ from another persons. As you make observations, try not to interpret what you see, smell, feel or hear.*

1. Stained, missing or broken ceiling tiles interfere with the efficiency of the HVAC system and should be replaced. They can be an indication of a problem behind the ceiling tile.
2. Unsecured electrical outlets and frayed wires are a safety and health hazard, increasing the risk of electrical shock and fire. Electrical cords should be secured, not extending across walkways and not be near any wet areas. Use of extension cords are discouraged due to electrical and safety hazards.
3. Equipment that is hot to the touch may indicate that it is not in working order. It should be checked to make certain that it is operating properly.
4. Lights covered with paper may be a fire hazard and interferes with proper lighting. There may be eyestrain with improper lighting which may lead to physical symptoms.
5. Any equipment in the shop room that produces dust should be hooked up to the exhaust system for health and custodial reasons. The discharge from this equipment can be an irritant causing discomfort to individuals.
6. The spray booth should be clean and vented to the outside of the building to reduce noxious odors.
7. The flammable cabinet should be fire resistant to ensure safety in case of accidents. A cabinet should be a UL (Underwriters Laboratories) approved cabinet (*ie this approval is usually found in the form of a sticker or writing near the identifying label for the cabinet*). The doors of this cabinet should be kept locked.
8. The rag can should be emptied each day. Cloth in the can may have chemicals and solvents on them and can be a fire hazard and a source of odors. This should be a safety can, red in color, and have a spring-loaded closure.
9. Instructions on the use of dust collectors and all equipment should be secured to the walls.