

Annual Facilities Campus Inspection ChecklistNames of Inspector(s): **Tom Macias**Campus Inspected: **TCI**Date(s): **3-26-21**

Item to Check	Y, N or NA	Corrective Actions Taken/Comments	Entered into Help Desk
Hazardous substances (chemicals, cleaning products, flammables, etc.) are stored safely, properly labeled, used according to guidelines and disposed of properly	Y		
Safety data sheets for products are available and accessible	Y		
Tools and Machinery			
Tools are in good condition and stored properly between uses	Y		
Machines have guards and safety devices, start/stop switches are clearly labeled and lockout procedures are clearly marked	Y		
Procedures are clearly marked Manufacturers' manuals are available for tools and machines and users have had safety training on equipment use	Y		
Emergency Preparation			
Fire extinguishers are functioning, accessible, tagged with an inspection date and are of sufficient number and correct type	Y	All extinguishers were up to date	
Sprinkler heads have proper clearance beneath them	Y		
Working fire alarms and other communication systems are functioning	Y		
Fire doors are clear of debris	Y		
First aid kits are complete and stored in a known, accessible location	Y		
Emergency procedures are posted (fire evacuation procedures and other emergencies such as tornado warnings)	Y		
Eyewash or showers are in working order	Y		
Emergency exits are labeled, clear and accessible	Y		
Exterior			
Walkways, parking lots, building steps and entrances are clear and safe from water and other debris	Y		
Walkways, curbs and parking lots are free of cracks and heaving that might be a slip/trip/fall hazard	Y		
All areas are well lit; signage indicates entrances and exits	Y		
Safety/Security			
Emergency contact numbers (internal and external) are available	Y		
Covid-19 Procedures Posted	Y		
Burglar Alarm in working condition	Y		

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Names of Inspector(s): Tom Macias

Campus Inspected: TCI

Date(s): 3-26-21

Item to Check	Y, N or NA	Corrective Actions Taken/Comments	Entered into Help Desk
Environment			
Floors are clean, dry (or marked if wet), free of trip hazards	Y		
Lighting is bright, no burned-out bulbs or dim areas	N	Approx 30 Lights to be replaced by OCN Custodial Staff. Refer to 3-25-21 from Linda Kurokawa	Yes
Signs are posted where required (near certain equipment, on bulletin boards, etc.)	Y		
Entrances, stairwells and stairs, and doorways are clear and well lit	Y		
Noise levels are low, or employees are wearing PPE where required	Y		
Temperature (not too hot or too cold)	Y		
Restrooms functioning and clean, free of hazards	Y		
Waste containers are emptied regularly	Y	Contracted Service - City Wide	
Furniture and office equipment are secure from tipping and cabinet doors are closed to prevent injuries/blocking of walkways	Y		
Electrical			
Electrical cords are in good condition, kept away from walkways and other areas where they could become a tripping hazard; extension cords are used safely	Y		
Electrical panels are accessible, and panels, breakers and junction boxes are completely enclosed	Y		
High voltage rooms and closets are locked	Y		
GFCIs are located in wet areas and are functioning correctly	Y		
Materials			
Materials are safely stored	Y		
Storage areas are not crowded; shelves, racks and platforms not overloaded; heavier and awkward items are stored low enough to be safely moved from shelving	Y		
Ladders have non-slip surfaces; are stored, positioned and used correctly	Y		
Other handling equipment, such as forklifts, scissor lifts, bridge plates and carts, are in good condition and serviced as required; operators are trained	Y		
Hazardous Substances			

Tom Macias

From: Tom Macias
Sent: Wednesday, March 31, 2021 4:53 PM
To: Tim Flood
Cc: Tim Flood
Subject: FW: TCI lighting

Tim,

I am just looking for your advice on Linda's request. I don't have a problem getting the custodians down there to replace the lights, but I just don't want to set a precedent on doing this. They have a contract with a maintenance/custodial company that is supposed to do this. If I am understanding the request, Linda just does not want to have to incur the cost to her programs budget. I just thought I should run this one by you first.

Thanks,

Tom Macias
Director of Facilities



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From: Linda Kurokawa <lkurokawa@miracosta.edu>
Sent: Thursday, March 25, 2021 3:09 PM
To: Tom Macias <tmacias@miracosta.edu>
Cc: Tracy Gibson <TGibson@miracosta.edu>; Sharon Gaitan <sgaitan@miracosta.edu>
Subject: TCI lighting

Hi Tom,
I was just wondering if there is any possibility that you might have staff that would be able to come to TCI and change out about 25 – 30 lightbulbs, mostly fluorescent lights in classrooms. We had City Wide maintenance crew do this last year, and most of the lightbulbs THEY used are already burnt out. I am nervous to use them again for fear that they are buying inferior lightbulbs so that we have to have them back more often to change out the lights. I thought maybe you have employees that are being paid but don't have as much to do lately due to the campuses being closed, and that they might appreciate coming her to do an easy type job. We are really broke, so we don't have extra funds at the moment, and it would help us a lot.

I will understand if you don't have the man-power or feel you can't do this, but thought I would ask.
Thanks so much for your consideration of my request,

Kind regards,

Linda Kurokawa

Executive Director,

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