

WRSD Joint Loss Committee Room Guide

Follow these guidelines for maintaining a safe classroom, office and service area

Be aware of Fire & Safety rules

- Keep heating and ventilation units clear - do not store materials in front or on top of units
- No objects or storage within 24" from ceiling - all buildings are equipped with sprinkler systems in case of fire
- Do not touch or remove ceiling tiles
- Don't block pull alarm stations or fire extinguishers
- Keep current approved evacuation maps clearly posted in room
- Don't block secondary access areas, these areas must have 36" clearances
- Keep egress areas, including window exits, clear
- All window treatments must be flame retardant
- Do not hang flammable objects from ceiling
- Do not piggy back surge bars or electrical cords. They must be plugged directly into outlets
- Use commercial grade electrical cords and surge bars only, no household grade electrical products
- No ornamental lights
- All lamps must be UL listed with no frayed cords or plugs
- All equipment should have intact grounding pins
- Extension cords are not a permanent solution for power.
- Pencil sharpeners should be installed away from heating and ventilation equipment

Watch out for hazards in your room

- Don't stack items on tops of bookshelves, file cabinets, etc
- Don't stack boxes beyond waist high
- Keep supplies organized
- No scatter rugs smaller
- Watch for trip hazards including phone, computer and power cords. Cover them with cord covers if they cannot be located in a safe area such as behind furniture

Keep out unwanted pests

- Store food in resealable plastic containers
- Dispose of all wrappers and food products properly in waste containers

Thank you for keeping your areas safe for yourself, students and staff.