

INSTRUCTIONS

Note: Complete this form in its entirety. Shade each applicable bubble in pen or pencil. The EXPLANATION OF CODE REFERENCES is for informational purposes only and is subject to change. The current Florida Administrative Code (F.A.C.) and Florida Statutes (F.S.) should be consulted for the official version of these references. For more information go to: WWW.MYFLEH.COM

EXPLANATION OF CODE REFERENCES

School Sanitation

1. **School Site** 64E-13.004(1). The school site & areas used for playgrounds shall be evenly graded & sloped or provided with adequate facilities for surface drainage. A site should not pose health threats from hazardous materials, air & noise pollution, heavy traffic or industry.
2. **Playground Equipment** 64E-13.004(2)(a)(c). Playgrounds shall be constructed and maintained to permit maximum utilization of sites with elimination of sanitary and health hazards including mudholes, fragments of glass, stone and similar obstructions. Fixed playground equipment shall be anchored with substantial foundations so maximum safety is obtained. Cushioning materials such as mats, wood chips, or sand shall be used under climbing equipment, slides, and swings.
3. **Athletic Equipment** 64E-13.004(2)(b). Athletic and recreational equipment and facilities must be kept clean and in a safe condition. Fences and equipment shall have no jagged or sharp projections. Athletic and recreational equipment and facilities must be kept clean and in a safe condition. Fences and equipment shall have no jagged or sharp projections.

Buildings

4. **Construction** 64E-13.004(3)(a). School construction and remodeling shall conform to construction requirements of the State Department of Education in the case of public schools, and requirements of the local building authority in the case of private schools. School buildings shall be retrofitted.
5. **Maintenance & Repair** 64E-13.004(3)(b)(c). Buildings shall be kept clean and in good repair, free from hazardous conditions, such as loose or broken floor tiles and boards; loose moldings; loose hanging fixtures, pipes, and electric wires; and broken plaster. Furnishings and equipment shall be kept clean and in good repair, free of missing parts and hazards such as sharp edges, splinters, and protruding or rusty nails.
6. **Lighting/Foot-Candles** 64E-13.004(4)(a-d). Illumination in all instructional spaces shall be designed to provide a minimum of forty (40) foot-candles glare free at normal task level. Fixtures shall be so located that there will be uniform (within ten (10) foot-candles) illumination suitable for the activities conducted therein. All required illumination shall be designed so that the failure of any single unit, such as the burning out of an electric bulb will not leave any occupied area or means of egress in darkness. Illumination of chalkboards and other visual aids shall be designed to eliminate glare and shadows.
7. **Heating, Ventilation, A/C** 64E-13.004(5)(a)(c). Permanent type school buildings and additions to school buildings shall be provided with heating facilities. Heating facilities shall be designed to heat to a temperature of not less than 70°F., instructional rooms, locker rooms and cafeterias; and 65°F., toilets and activities rooms, such as gymnasiums and shops.
8. **Natural Ventilation** 64E-13.004(5)(d)(1). In instructional spaces where natural air flow is relied upon for occupant comfort, it shall be designed and maintained to ensure cross ventilation and air movement at the level of the seated student. Gravity and wind operated ventilators shall not be used as an exhaust medium in instructional areas but may be in general storage rooms. Natural ventilation in toilet rooms, shower and locker rooms and storage rooms for athletic equipment or soiled clothes is not permissible.
9. **Mechanical Ventilation** 64E-13.004(5)(d). All spaces which do not meet the requirements for natural ventilation shall be mechanically ventilated by means of electrically operated exhausts. Fans and blowers shall be sized and designed to provide the required air movement without excessive or disturbing noise. Special provisions shall be made in the design of ventilation systems in areas of high air contamination such as paint shops, auto repair shops and chemistry laboratories, art rooms where kilns are used, wood working, and metal shops, chemical storerooms. A high capacity emergency exhaust system is recommended for chemistry laboratories. All air conditioned spaces shall be ventilated when occupied.

Sanitary Facilities

10. **Provided/Accessible** 64E-13.004(6). Every school plant shall be provided with toilet and hand washing facilities for all occupants. These facilities shall be located for convenient student access and faculty supervision and kept clean and in good repair. Faculty and staff facilities shall be provided in separate rooms from student facilities.
11. **Cleanliness & Repair** 64E-13.004(6)(a). Walls to a height of at least 4' feet toilet partitions and floor of all toilet rooms shall be finished with impervious materials. All plumbing fixtures shall conform to the provisions of the local plumbing code. All group toilet rooms shall be provided with at least one (1) floor drain and (1) hose bib. The floor shall be sloped to the drain. Deodorizers shall not be used in toilet rooms.
12. **Toilet Facilities** 64E-13.004(6)(a). Toilet facilities shall be accessible under continuous roof cover from all student occupied spaces. In group toilet rooms a partition shall be placed between each water closet. Each compartment shall have a door. Entrances to group toilet rooms shall be provided with a partition or other shielding device to block the occupants from view. Entrance doors shall be self-closing.
13. **Separation of Sexes** 64E-13.004(6)(a)(1.). Preschool grades through grade three shall be provided with toilet and handwashing facilities located within or adjoining classrooms and considered adequate without urinals. Common toilet facilities for both sexes shall not be allowed above the third grade.
14. **Fixture Ratio** 64E-13.004(6)(a). The toilet fixture requirement in reference to student population, faculty, and staff shall conform to the standards specified in local plumbing codes or Chapter 64E-10, F.A.C.
15. **Handwash Facilities** 64E-13.004(6)(b). Handwashing facilities shall be located within or adjoining each toilet room. Soap dispensers shall be provided at all wash basins and liquid or powdered soap shall be used. Individual towels, preferably paper shall not be used. Use of common or public towels is prohibited. Hot-air hand-drying devices.
16. **Showers/Fixtures** 64E-13.004(6)(c). Shower facilities shall be provided in all secondary schools where physical education is a required subject. Shower rooms & stalls shall have floors, partitions & walls to a minimum height of six (6) feet finished with dense non-absorbent & non-corrosive materials having a smooth impervious surface. One (1) shower head shall be provided for each five (5) pupils. Floors shall be drained in such a manner that waste water from any shower head will not pass over areas occupied by other bathers. Showers must be kept clean & free of mildew. Foot baths are not allowed.
17. **Shower Water Temperature** 64E-13.004(6)(c)(6). Water shall be heated and the temperature at the shower head shall not exceed 110°F.

Water Supply

18. **Installed/Operated/Maintained** 64E-13.004(7)(a). The water supply shall be installed, operated, and maintained in compliance with Chapters 62-550 and 62-555 or Chapter 64E-8, F.A.C.
19. **Drinking Fountains** 64E-13.004(7)(b). Drinking fountains of an approved, sanitary slant jet type shall be provided in the ratio specified in the local building code or Chapter 64E-10, F.A.C. In no case shall fountains be located in any toilet room.
20. **Approved Source** 64E-13.004(7)(c). The use of pitcher pumps is prohibited on any school water supply.

Liquid Waste

21. **Sewage Disposal** 64E-13.004(8). Sewage Disposal. Sewage shall be disposed of in accordance with Chapter 62-600 or 64E-6, F.A.C., whichever is applicable. Sewage treatment and disposal systems at schools shall be maintained in compliance with the applicable chapter.
22. **Solid Waste** 64E-13.004(8). Garbage, trash, and rubbish shall be collected, stored, and disposed of at a frequency and in a manner that prevents a sanitary nuisance. Wet garbage shall be collected and stored in impermeable, leak proof, fly tight containers pending disposal. Outdoor waste containers must be easily cleanable, serviceable, and should be located on a smooth nonabsorbent surface. Waste containers and the storage area shall be cleaned at frequent intervals to prevent odors and breeding places for vermin. Waste water from the cleaning of garbage containers shall be disposed of as sewage.

Vector/Vermin Control

23. **Infestation/Control** 64E-13.004(10). Effective measures shall be used to prevent harborage, propagation, or infestations of rodents and all insects.
24. **Brush/Trash** 64E-13.004(10). Brush, trash or other unnecessary material shall not be allowed to accumulate on school premises.
25. **Water Collection/Drainage** 64E-13.004(10). Water must not be allowed to accumulate in any open containers, such as buckets and tires.

Safety

26. **First Aid Kit** 64E-13.004(11). Schools shall own & maintain a completely equipped first aid kit, used under supervision of an adult, available at all times.