

ST. CLOUD PUBLIC SCHOOLS #742  
ENVIRONMENTAL HEALTH & SAFETY  
SAFE CLASSROOMS GUIDELINES  
January 25, 2009

These guidelines have been developed to help staff maintain a safe and healthy classroom environment. No attempt has been made to cover all circumstances. Please direct questions to the Environmental Health & Safety Supervisor at extension 1405.

**General Guidelines**

1. Fire extinguishers must be kept clear of any and all obstructions at all times.
2. Emergency exits must be kept clear of any and all obstructions at all times.
3. Do not apply paper or any covering to the classroom side of doors used to exit the classrooms. The exception is the application of paper to the small window in the door or side light for security reasons if permitted by the building administrator.
4. Do not obstruct the electrical panel in any room. Required clearance is 30" wide and 36" from the panel into the classroom.

**Appliances**

1. Coffeemakers, toasters, etc., must have UL Listing label.
2. UL Listing label cannot list FOR HOUSEHOLD USE ONLY.
3. Appliance must be rated for COMMERCIAL USE.

**Extension Cords**

1. Temporary cords to be used only with portable equipment.
2. Must be plugged directly into wall outlet.
3. Must be unplugged and coiled up after each use.
4. Must be three pronged and be round. Flat cords cannot be used.
5. Cannot be used with portable power taps, surge bars, breaker bars.
6. Cannot be repaired.
7. Entire length of cord must be fully visible at all times.

**Sprinkler System**

1. All materials must be kept at least 18" beneath sprinkler heads.
2. Materials can be stored along the outside walls.
3. Nothing can be hung from the sprinkler heads or the pipes supplying water to the sprinkler heads.

**Portable Power Taps**

1. Must be plugged directly into a wall outlet.
2. Cannot be used with extension cords.
3. Cannot be used with other power taps (daisy chained).
4. Must have over-circuit protection, i.e., surge controlled, circuit breaker.
5. Cannot be used with the power bar on AV carts.

**Lamps (task lighting)**

1. If permitted by the building administrator, must have a UL label on the bulb holder or socket.
2. Bulb cannot exceed the listing on the UL label, i.e., listed 40 watt, use 40 watt bulb. Consider using rubber coated bulb or fluorescent bulb.
3. Avoid exposure to students. Concern is burns, glass breakage, tripping on power cord.
4. No clamp or clip lights are allowed. Grounded Hoods are available.

**Ladders**

1. Use a ladder, NOT a chair or table.