



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### **SECTION: ENVIRONMENTAL HEALTH**

#### **POLICY #: 512 INSPECTING SCHOOL FACILITIES**

**POLICY:** North Dakota Administrative Code chapter 23-35-12 sets forth local public health requirements for ensuring school cleanliness. Central Valley Health District provides this service in conjunction with licensed School Food Service Inspections.

#### **PROCEDURE:**

1. All School Facility information is maintained in the EH Inspections Database located under Environmental Health on the CVHD shared drive. This includes facility address, billing, and licensure information.
2. Logs are kept of previous facility inspections, including dates. These records are used to determine the inspection schedule. Inspection frequency should be based on measure of risk, complaints, previous violations, or at indicated intervals for routine inspections.
3. Select the facility to be inspected. Review pertinent information. Upon arrival at the facility, identify yourself to the office staff.
4. Conduct a health and safety inspection of entire school facility, with an escort using the School Inspection Form.
  - a. Utilize proper equipment to aid in the inspection process.
5. During the inspection focus on factors on infection and the transmission of disease such as personal hygiene, employee health, sanitary practices, building/outdoor safety, chemical safety. Discuss any violations with the management or person-in-charge and indicate corrective procedures and time of correction, if necessary.
  - a. Provide a copy of the completed inspection forms to the facility.
  - b. Gather any facility updates to enter into EH Inspections Database.
6. Log the appropriate information into EH Inspections Database.
7. Retain the original copy of the inspection for CVHD Environmental Health Records.
8. Re-inspection shall follow Policy 518b. Follow the above listed procedure for any re-inspection.