

# CLASSROOM SAFETY GUIDE

## Extension Cords:

- No extension cords of any kind are allowed in classrooms.
- Surge protected outlet strips are approved for use. These outlet strips may **not** be plugged into one another.
- Cords should not run under carpet or lay across pathways unless using a rubber cord cover.
- Cords should not be run up/down walls, or across dropped ceiling tiles.

## Spray Bottles and Other Chemical Containers:

- All containers containing a chemical or water must be labeled with at least the following information.
- Name of Product (chemical), Name, address and phone number of manufacturer and appropriate hazard warnings.
- **All** products and chemicals need to have a safety data sheet (SDS) on file in the Safety Data Sheet notebook in the main office. (SDS Software - Safety & Risk Management Page)
- Do **not** bring chemicals from home. Please ask our building custodian to provide the product for you.

## Storage:

- No items may be stored within 24" of the ceiling unless it is enclosed in a wood or metal cabinet. Items may be stored 18" below any sprinkler head.
- No items may be stored within 36" in front of an electrical panel.
- Flammable liquids must be stored in a flammable liquid storage locker or outside the building. See the building custodian for details (these products include spray paint and contact cement)

## Exits and Entrances of Classrooms and Building:

- All exits must have clear and unobstructed pathway doors as wide as the door and at least 4' from the door.

## Wall Coverings:

- Wall coverings must be limited to 20% of total hall way surface area and 50% of classroom surface area.
- No non-commercial, unrated fabric/curtains are allowed on structural walls, or on any doors or windows. (Doors must look like doors - do not cover windows!)
- No 3D artwork allowed outside of the classroom (ie: puffy fish, twisted limb trees)

## Coffee, Espresso, Tea Pots and Refrigerators

- Must be rated for commercial use. "Household use only" appliances are **not** allowed.
- Just because the coffee pot says "Commercial" on the front does not mean it is for "Commercial Use." You must check the bottom label make sure it does **not** say "Household use only."

## Do not stand on Chairs, Desks or Tables

- Please request a ladder or stool from the building custodian or principal.

## **FOOD!!**

- All food/snacks/candy, etc., **MUST** be stored in sealable plastic containers.

