



**STATE OF MONTANA**  
**Food and Consumer Safety Section**  
**Department of Public Health & Human Services**  
**School Inspection Report**

Date of Inspection: \_\_\_\_\_

School Name: \_\_\_\_\_ Principal: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_

Inspection Purpose: Regular: \_\_\_\_\_ Follow-up: \_\_\_\_\_ Complaint: \_\_\_\_\_ Illness Investigation: \_\_\_\_\_ Pre-Construction: \_\_\_\_\_ Other: \_\_\_\_\_

50-1-203 MCA Public Health Inspections. (1) The department may make public health inspections of schoolhouses, churches, theaters, jails, and other buildings or facilities where persons assemble. If public health deficiencies are found in the facility, the department may direct that conditions be corrected within a reasonable time. (2) Either the department or a local board of health may bring an action, including an action for injunctive relief, to correct the public health deficiencies.

37.111.810 INSPECTION (1) Representatives of the department or local health authority must be permitted to enter any school at any reasonable time for the purpose of making inspections to determine compliance with this subchapter. Annual inspections must be conducted by a school administrator, facility manager, or other staff member approved by the school administration, as well as having a department or local health authority inspection once a year, or as necessary. The department or local health authority may determine that special circumstances or local conditions warrant inspections with greater or less frequency. Upon receiving a complaint, the local health authority may determine if more inspections are necessary.

(2) Inspections of school facilities must be done using forms approved by the department.

(3) Inspection records must be kept on file at the school for at least three years from the time of inspection.

(4) Following each inspection, representatives of the department or local health authority must give the school administration a copy of an inspection report which notes any deficiencies and sets a time schedule for compliance. The report must document deficiencies. (History: 50-1-206, MCA; IMP, 50-1-203, 50-1-206, MCA; NEW, 1986 MAR p. 546, Eff. 4/11/86; TRANS, from DHES, 2001 MAR p. 2425; AMD, 2020 MAR p. 47, Eff. 1/18/20.)

<b>REQUIREMENT (REFERENCE ARM TITLE 37, CHAPTER 111, SUBCHAPTER 8)</b>	<i>YES</i>	<i>NO</i>	<i>Not Observed</i>	<i>N/A</i>
<b>PHYSICAL REQUIREMENTS (37.111.811)</b>				
Adequate coat/jacket and book storage for each student provided.				
Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial closets, and similar rooms subject to large amounts of moisture are maintained in a smooth and non-absorbent condition.				
School maintains medication storage, administration, and disposal policies.				
Non-emergency medication is kept in locked, nonportable containers, stored in original containers with original prescription labels. Food is not stored in refrigeration units with medications unless the food is used in conjunction with medical treatment.				
Reasonable accommodations are available for students and staff on the school campus to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding.				
Kitchen appliances, industrial arts equipment, maintenance tools, and hazardous art supplies are securely and safely stored.				
Livestock and poultry are located more than 50 feet from food service areas, offices, or classrooms.				
Notes:				
<b>SAFETY REQUIREMENTS (37.111.812)</b>				
Janitorial and other storage areas and mechanical rooms are locked between periods of use and inaccessible to students.				
All cleaning compounds and other toxic chemicals are stored properly as specified by the chemical's Safety Data Sheet (SDS) and according to administrative rules.				
First aid kits and AEDs are provided and stored in accessible locations that are easily identifiable to staff and trained personnel.				
Monthly playground inspections are recorded and records kept on file. Playground equipment is maintained in a safe condition and periodic maintenance records are kept on file.				
Notes:				
<b>SCIENCE, INDUSTRIAL ARTS, AND ART LABORATORY SAFETY (37.111.813)</b>				
School has designated a chemical hygiene officer (CHO) and has chemical hygiene plan (CHP) on file.				
Safety Data Sheets for all materials in science labs, industrial arts classrooms or buildings, art labs, and lab storage rooms are stored in those rooms and accessible to students and staff. SDS are also kept in a secure, remote location outside of labs and				
Storage areas are kept clean and organized.				
Unused hazardous materials are disposed of in a timely manner as stated by the manufacturer and approved by the DEQ.				
Notes:				
<b>HEALTH SUPERVISION AND MAINTENANCE (37.111.825)</b>				
Soap and disposable towels or other hand-drying devices are available at all handwashing sinks.				
Sanitary napkin dispensers and disposal receptacles are provided for girls ages 10 or older and in teacher and nurse restrooms.				
The school maintains and enforces first aid policies which meet the requirements of ARM 37.111.825.				
"No tobacco use/electronic cigarette" signs are posted at school building entrances and are clearly visible.				
Notes:				

<b>REQUIREMENT (REFERENCE ARM TITLE 37, CHAPTER 111, SUBCHAPTER 8)</b>	YES	NO	Not Observed	N/A
<b>INDOOR AIR QUALITY (37.111.826) &amp; OUTDOOR AIR QUALITY (37.111.827)</b>				
Annual ventilation system check is performed and records maintained.				
School HVAC system uses filters with a MERV rating between 8 and 13 or greater.				
Electrostatic air filters are cleaned according to manufacturer specifications and records maintained.				
Annual internal indoor air quality inspection completed or scheduled and records maintained.				
The school has a protocol on how to limit the infiltration of outside air into the school building during poor outdoor ambient air quality conditions.				
Notes:				
<b>LIGHTING (37.111.830) <i>The following lighting standards are advisory, rather than mandatory.</i></b>				
Sources of illumination, both natural and artificial, limit excessive glare.				
The following minimum lighting, measured in foot-candles, should be maintained during all periods of use:				
Notes:				
<b>WATER SUPPLY SYSTEM (37.111.832)</b>				
The school is connected to a water supply system meeting the requirements of ARM Title 1, chapter 38, subchapters 1 and 2; or the school utilizes a non-public water supply system whose construction and use meet the standards set in Nonpublic Water Supply Circular Food and Consumer Safety 1-2016. Water supply repaired/replaced if contaminated/not adequate.				
The school has sampled all water fountains, sinks, and other potential human consumption fixtures (HCF) and a Montana certified lab has analyzed the samples for the detection of lead. <i>The school or school district may submit a testing plan to the DEQ to test a representative sample of potential HCFs in the school. Proposed testing plans will be approved or denied by the DEQ. <u>Initial samples must be taken by December 31, 2021.</u></i>				
Plumbing schematic and inventory is maintained on file along with records of any repair, modification, or change in water source. Sample results for each HCF are maintained with schematic and inventory.				
Follow up sampling has been conducted every three years or on an alternative frequency established by the school and the Department of Environment Quality through a waiver program.				
The school has implemented a water flushing program requiring the water supply system to be flushed following any period of time during which the school is inactive (3 days or more). <i>Schools may apply to DEQ for a flushing program waiver based on materials inventory and certification by the school that the school meets the lead-free definition as defined in Section 1417 of the Safe Drinking Water Act</i>				
Notes:				

<b>REQUIREMENT (REFERENCE ARM TITLE 37, CHAPTER 111, SUBCHAPTER 8)</b>	YES	NO	Not Observed	N/A
<b>SOLID WASTE (37.111.834)</b>				
Solid waste is stored in containers which have lids, are corrosion-resistant, and are constructed to minimize pest attraction and harborage ( <i>solid waste includes recycling materials</i> ).				
Exterior containers other than dumpsters or compactors utilize stands which prevent the containers from being tipped, protect them from deterioration, and allow easy cleaning below and around them.				
Dumpsters or compactors are located on or above a smooth surface of non-absorbent material, such as concrete or asphalt, that is maintained in clean and good condition.				
Notes:				
<b>LAUNDRY FACILITIES (37.111.840)</b>				
Hot water supply system capable of supplying water at a temp. of 120° F to the washer during all periods of use.				
Dryers properly vented to the outside of the building.				
Manual washing and line drying of towels and other laundry items is prohibited.				
Separation of sorting/sorting/transporting clean and dirty laundry.				
Soak sink with soap and disposable towels ( <i>may double as handwashing sink</i> ).				
Notes:				
<b>CLEANING AND MAINTENANCE (37.111.841)</b>				
Cleaning supplies have an EPA registration number, a "use by" reading letter, are stored in accordance with manufacturer's instructions in a ventilated, lockable space, free from odors and inaccessible to students.				
Safety Data Sheets are kept with all cleaning supplies in the areas where they are stored.				
Cleaning supplies not washed/rinsed in toilet/hand sink/shower. Mop heads changed and in good condition. Dry dusting/mopping not used except on gym floor.				
Cleaners used in cleaning showers, lavatories, urinals, toilet bowls, toilet seats, and floors contain fungicides or germicides.				
Deodorizers and odor-masking agents are not used.				
Toilet bowl brushes, mops and sponges are used only for cleaning toilet bowls and urinals and are stored separately from other cleaning devices. <i>Cleaning devices used for lavatories and showers may not be used for any other purposes.</i>				
The school has a policy in place or follows a district policy on how to safely clean up vomit, blood, and fecal matter and dispose of cleaning supplies.				
Whirlpools are drained and sanitized after each use.				
Notes:				

<b>FOOD SERVICE REQUIREMENTS (37.111.842)</b>				
School food service meets ARM 37.110.2				
Notes:				
<b>WASTE WATER SYSTEM (37.111.833)</b>				
The school is connected to a public waste water system meeting the requirements of ARM Title 17, chapter 38, subchapter 1.				
If a school is not utilized by more than 25 persons daily at least 60 days out of the calendar year and an adequate public waste water system satisfying the requirements of ARM Title 17, chapter 38, subchapter 1 is not available, the school utilizes a non-public system whose construction and use meet the construction and operation standards contained in DEQ Circular 4.				
If the school uses a pit privy, the privy is operated and maintained in compliance with the standards specified in DEQ Circular 4.				
Notes:				
<b>NOXIOUS PLANT AND ANIMAL CONTROL (37.111.846)</b>				
School site is maintained free of harborage for insects, rodents, and other pests.				
Lumber, pipe, and other building materials are stored neatly.				
The growth of brush, weeds, and grass is controlled to prevent harborage of pests. School grounds are maintained to prevent the growth of noxious weeds considered detrimental to health.				
Integrated Pest Management Program on file and implemented. <i>(Schools must establish IPM program by September 1, 2021)</i>				
School ensures the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens whenever practical.				
Records of pesticide applications subject to notification of posting requirements in the 37.111.486 are kept on file.				
Notes:				

## Additional Notes

Report Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date Received: \_\_\_\_\_

Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Follow-up Inspection Required: Yes      No