# Attachment 10: California Department of Education Pre-Opening Site Inspection Checklist

## Pre-Opening Site Inspection Checklist

**School: Eagle Collegiate Academy**

**Location: 34736 Agua Dulce Canyon Road, Agua Dulce, CA 91390**

### General Considerations

NA: Not Applicable

| **General Considerations** | **Compliant** | **Comments** |
| --- | --- | --- |
| Facilities operation permits and certificates, including evidence of inspection by a structural engineer, fire marshal and occupancy certificates, zoning variances, building permits, etc. have been secured. | No | Certificate of Educational Occupancy and Fire Inspection certificate not provided |
| Site is away from freeways, railways, flight patterns, excessive noise, obnoxious odors, toxic conditions, electromagnetic fields, earthquake faults, and flood zones. | Yes | None |
| Site has good access and dispersal roads. | No | 2 lane rural road; No defined plan or area for drop-off/ pickup |
| Site has separate bus loading, parking areas, and parent drop off areas. | No | See notes  Small parking lot; spaces may not be adequate for staff and/or visitor parking |
| Site has appropriate security (i.e. fencing, adequate lighting, alarms, etc.). | Partial | Site has adequate fencing  No exterior lights present on building |
| Site and facilities are situated to minimize student contact with adults who do not have appropriate clearances as required by California *Education Code* Section 44237. | No | Site is attached to another residential unit that is currently occupied; Unit parking is at back of building on outdoor patio space |
| Facilities are generally conducive to a learning environment. | Unknown | Residential house configuration. Suitability could not be determined due to the lack of furniture at the time of the inspection. |
| Building placement is compatible. | Yes | Building is situated away from the roadway central in the parcel |
| Facilities are sufficient to accommodate estimated student enrollment and to carry out the curricular and instruction program envisioned in the charter. | Partial | At current enrollment - Yes.  See notes for comments; unknown maximum occupancy at time of inspection |
| Facilities are sufficient to accommodate the administrative and business functions, including the storage of student and other records, reports, and documents. | No | No locked storage at the time of inspection |
| Site has adequate space for the support services the school intends to provide to its students (i.e. nurse, counselors, tutors, after-school programs, etc.). | No | No private spaces available for counselling, pull-outs and confidential services |
| Facilities include cafeteria or other suitable space for students to eat meals. | No | Residential kitchen facility; not adequate for commercial use |
| Library or other space dedicated to research and study is suitable for the educational program being provided. | NA | No dedicated library space |
| Indoor and/or outdoor physical education facilities are sufficient to accommodate the program envisioned in the charter. | NA | None |
| Facilities meet requirements of the Americans with Disabilities Act (ADA), including: (1) accessible routes from outside the school to the entry and from the school entry to all other buildings; and (2) stairs, ramps, toilets, and signage that meet accessibility standards. | Partial | Entrance ramp and main entrance are ADA compliant  Restrooms are residential and are not currently ADA compliant |

### Building Exterior

| **Building Exterior** | **Compliant** | **Comments** |
| --- | --- | --- |
| Facilities are generally free of chipped paint, cracked floors, uneven surfaces, mold, and evidence of leaks. | Partial | The front of the building meets compliance; the back area of covered/uncovered patio have uneven and chipping surfaces |
| Sidewalks, driveways, and outdoor play areas are relatively free of cracks and uneven surfaces, and are in good repair. | No | Outdoor areas have many uneven surfaces and tripping hazards; tree roots and uneven blacktop are present; walkway to play structure is not fully ADA compliant |
| Perimeter fences are installed as necessary and are in good repair. | Yes | None |
| Graffiti or other signs of vandalism to the building are absent. | Yes | None |
| School exterior needs minimal cosmetic repairs, painting, or additional lighting. | Partial | The front of the building currently has no exterior lights installed, however there are electrical boxes for fixtures present; The back area of covered/uncovered patio has areas of dry rot |
| Windows and doors are intact and in good repair. | No | Back patio door is missing a pane of glass |
| Exterior stairs or handrails are in good repair. | Yes | None |
| Exits of buildings are free of obstructions. | Yes | None |
| Signage is adequate for traffic flow and for directions to school offices. | No | Currently there is no exterior signage |
| Trees and vegetation provide a clear view of the school; places to hide or to gain authorized access to the building are minimized. | Yes | None |
| School site is substantially free of litter and clutter. | No | Several areas of debris/storage/wood pile along path of travel to play structure |

### Interior Entrances, Corridors, and Stairs

| **Interior Entrances, Corridors, and Stairs** | **Compliant** | **Comments** |
| --- | --- | --- |
| Heating and ventilation systems are adequate for the size of the building and numbers of students. | Yes | Unknown last inspection or service date |
| Electrical system has no major code violations. | Unknown | None |
| Fire alarm system meets applicable local fire safety codes; appropriate fire extinguishers exist in the building(s) and inspections are up to date. | Unknown | 1 residential smoke detector visible on property; no visible carbon monoxide detector |
| Restrooms are conveniently located and accessible to students; toilets are clean and operable. | Yes | Single use residential bathrooms; not currently ADA compliant |
| Bracing of overhead light fixtures, heating and air conditioning vents, etc. comply with local ordinances. | Unknown | None |
| Lighting, including nighttime lighting, is sufficient for the educational activities being conducted at the site. | No | 1 small light fixture in classroom 1 and 2; no nighttime emergency lighting observed |
| Floors, walls, and ceilings are clean; ceiling tiles are all intact. | Yes | None |
| Halls and stairs are adequately lit. | Yes | None |
| Exit doors, including emergency exits, are free of clutter and readily accessible; doors are secure to prevent intruders into the building. | Partial | Exterior does are equipped with residential deadbolt locks. Doors are not adequately secured between proposed site and attached residential unit |
| Interior is free of other hazards that could endanger student safety. | Yes | None |

### Classrooms

| **Classrooms** | **Compliant** | **Comments** |
| --- | --- | --- |
| Classroom size and layout are related to functions that will be performed in them (i.e. kindergartens, laboratories, special education, locker rooms, gyms, etc.). | No | Extremely undersized as classrooms; see notes for details |
| Desks, tables, and chairs are in good repair. | Unknown | No educational furniture was present during inspection |
| Space is provided to secure computers and other expensive electronic devices. | No | No lockable charging carts have been purchased |
| Bookcases, racks, fixtures, etc. are adequately anchored to adjacent structures. | NA | No fixtures or furnishings were present at time of inspection |
| Gas, electrical, and water outlets and appliances are in good repair. | Yes | Sinks in restrooms are dual handle hot/cold |
| Classrooms have adequate lighting. | No | Classrooms 1 and 2 have 1 small lighting fixture per room |
| Classrooms are visible to teachers at all times; classroom layout is conducive to quick evacuation. | Partial | No line of sight from hallway; interior doors are solid with no windows |
| Kindergarten classrooms have toilet facilities, or dedicated facilities are located within close proximity to classrooms, and are of appropriate height. | Yes | Residential restroom attached to classroom |

### Additional Comments

Based on information provided by the Eagle Collegiate Academy (ECA) Executive Director, the goal is to house approximately 75 students at the above listed site. The site is a parish house adjacent to Foursquare Church in a rural area of Agua Dulce, Ca. This site is currently designed as a residential dwelling, however, the Executive Director of ECA stated that it is currently used as a Sunday school for the Foursquare Church.

There was no evidence of a certificate of occupancy or inspection by the fire marshal provided at the time of inspection. The executive Director of ECA did provide a Certificate of Compliance obtained in 2007 which they stated meets the requirements of the Certificate of Occupancy for unincorporated areas of Los Angeles (LA) County.

A Fire Safety inspection must be completed. There was only 1 smoke detector observed and no carbon monoxide detectors observed. The fire safety inspection will determine the number of smoke detectors and maximum occupancy of the spaces.

There are no maximum occupancy signs listed in any of the spaces that were inspected. Unless stated differently upon fire marshal inspection, LA County building code Section 1004, table 1004.5 states that 20 net square feet (SF) is required per student in an educational setting. Based solely on this table, the estimated occupancy for each of the spaces is as follows:

* Classroom 1: approx. 120 SF- 6 students
* Classroom 2: approx. 200 SF- 10 Students
* Classroom 3/shared reception area: approx. 475 SF (220 net)- 11 students
* Classroom 4: approx. 475 SF- 23 students
* Total estimated student count: 50 students (unless fire marshal determines otherwise)

The restrooms on site are residential, and as such are not ADA compliant.

There is a large water storage tank of unknown size (estimated at 10,000 gallons) on the property.

The residential kitchen is not equipped for commercial food service and should not be used for any food preparation.

There is no area for safe drop off and pick up on the site. ECA stated they plan to use a community carpool system to shuttle the students from a local meeting point to the site. There are not enough parking spaces to accommodate the proposed number of students. There is not enough area in the parking lot for cars to safely enter, turn around, and exit the property.

There is another occupied residential unit attached to the proposed site, with shared vehicle ingress/egress to proposed outdoor play area. This outdoor area has uneven and cracked surfaces, tripping hazards and is incompatible with outdoor play for students. There is a secondary play area behind the adjacent church with a play structure and swings that is proposed for use. The pathway to this secondary play area contains many areas with piles of debris scattered throughout the property that pose tripping hazards. The sidewalk to this play area is incomplete. There is an exposed drainage pipe along the path of travel.

There is a landscaped area at the front of the building that is proposed for an outdoor learning/play area. This area is mostly graded; however, it shares the ingress/egress driveway for the occupied residential unit. There is a large tree that has exposed roots and is causing the blacktop driveway to buckle. The exposed roots and buckling blacktop are tripping hazards.

The front of the building façade has recently been updated. There are currently no exterior lights installed, however there are electrical boxes for this purpose.

Items to remedy prior to students beginning in-person instruction:

* Fire Marshal inspection
* Clarification on Educational occupancy permit
  + Certificate of Occupancy must be issued to the school
* Workable drop off/pick up plan
* Additional resident in attached residential unit
  + LiveScan requirements?
    - Additional visitors during school hours
  + Back property patio would be unusable for students
* Debris clearing on path of travel/foot paths and play areas
* Lack of furniture for educational purposes
* Exterior lighting

Due to these outstanding items, at this time the site inspection is incomplete, and a determination cannot be made as to the suitability of the facility.

### Reviewer Information

School Facilities and Transportation Services Division (SFTSD) Reviewer: Angel Doughty, Education Programs Consultant, SFTSD

Date of site visit: 12/16/2021