

Critical Remedial Action
Recommendations to the ECIA Board

- 1) Staff training? (The question mark is because the problems observed are not likely due only to staff actions.)
 - a. Keeping supplies organized
 - b. Cabinets accessible to children should not have any cleaning materials, etc.
 - c. Emptying mop buckets - A bucket full of dirty water was observed twice in Maintenance Closet
 - d. Cleaning paint supplies after use
 - e. Never use any open flames (candles, etc.)
 - f. Never use any materials with scents (perfume, disinfectants, etc.)
 - g. All food, including any food in plastic or paperboard containers, needs to be in metal containers or refrigerators until rodent problem is addressed
- 2) Move employment poster (behind refrigerator in kitchen upstairs) so it is visible to employees. Binder with Material Safety Data Sheets (MSDS) needs to be accessible to all employees. Is additional safety signage needed in barn?
- 3) Smoke alarms need to be installed in throughout the Community Center (CC); smoke alarms only found in the barn.
- 4) Rodent droppings were observed in several locations in the CC during the May and June inspections. (See notes below.) No traps were observed inside the CC.

The efforts to remove rodents from and/or prevent entry into the CC have not been successful. Even though many rodents have been caught outside the CC, rodents are still present within the CC. Considering the risks presented by rodents (e.g., Hanta virus, plague) to the staff and users of the CC, rodent dropping should be found seldom, if ever, inside the CC.
- 5) Seal holes in buildings.
 - a. Ivy is growing into the CC through the upper window in entry hall and the far right living room window. The holes through which the ivy is growing need to be sealed to prevent continued rodent and arthropod (insects, spiders and centipedes) entry. [This should have been observed by Critter Control during their inspection but, seemingly, it was not.]
 - b. Remove ivy from next to CC. This is a wonderful habitat for rodents.
 - c. Seal any holes in ECIA buildings greater than ¼ to ½ inch in diameter. For example, there is ~1 inch hole near the ground in the Railroad Building on the side nearest the Community Center (a mouse trap is adjacent to this hole) and another one in the area near the heating/cooling equipment.
- 6) Entry doors into foyer - entry point for mice, snakes and insects.
 - a. Fix left (as you enter building) door auto-door closure so the door closes rather than stays open.
 - b. Remove door stops from both doors. Doors should never be propped open without someone constantly present.
- 7) Repair loose ceiling panel (kitchen) and holes in ceiling and walls (upstairs kitchen) to prevent rodent and arthropod (insects, spiders and centipedes) entry.
- 8) Repair cracked window panel in living room - window furthest from entry on right.
- 9) Ceiling fans in bathrooms need to be upgraded to reduce odor problems with chemicals. [Some of the fans do not automatically turn on with lights. All fans can be upgraded to move a higher volume of air and produce less noise.]

- 10) Secure hazardous chemicals: A number of hazardous chemicals (e.g., paint, bleach, oven cleaning containing lye, unlabeled spray bottles) were found in various locations in the CC, basement of CC and barn.
 - a. Purchase a second secure cabinet for the barn.
 - b. Organize flammable materials in the barn, including materials currently not in the “flammable” cabinet.
 - c. Close and lock existing secure “flammable” cabinet in the barn.
 - d. Move all cleaning materials and hazardous chemicals to Maintenance Closet or secure cabinet in the barn. Only frequently used materials (e.g., bleach, cleaning supplies) should be kept in the Maintenance Closet.
 - e. Move all paint and paint supplies from CC to barn.
 - f. Label all spray bottles (many spray bottles were found unlabeled) and keep in a secure location if the contents are hazardous.
 - g. Maintenance Closet - a bolt has been placed on the Maintenance Closet but it has been found open repeatedly.
 - h. Post a sign on the Maintenance Closet door - “Do not leave this door unsecured. Please use bolt (up arrow) at top of door after leaving.”
- 11) Remove “Pest Reject” plug in devices: No data exist demonstrating that these devices work; thus, they are a waste of resources and energy.
- 12) REMOVE/PROPERLY DISPOSE of IMMEDIATELY:
 - a. Bayer Advanced Home Pest plus germ killer
 - b. Raid
 - c. Any other synthetic pesticides
- 13) Extension cords for lamps in the living room need to be secured to the floor.

Extension cords are used to connect lamps in the living room to outlets resulting in a trip hazard when the cords extend across the floor.
- 14) Ceiling vents need to be cleaned - several rooms in the CC have ceiling vents that need to be cleaned; they present a breathing and pathogen hazard.
- 15) Closets need to be cleaned and organized to reduce the likelihood of ordering supplies we already have. [Maybe an Ad Hoc Supply Inventory Committee could do this?]
- 16) Computer equipment in closets needs to be inventoried and organized. Out-dated equipment needs to be recycled. [Maybe an Ad Hoc Computer Inventory Committee could do this?]
- 17) Basement needs to be cleaned and organized to reduce the likelihood of ordering supplies we already have.
- 18) Paper in basement presents a fire hazard. Records need to be digitized and/or removed to secure, fire-proof location. [Maybe an Ad Hoc Records Committee could do this?]
- 19) Sewage pipes in basement (with paint peeling) need to be stripped, cleaned and re-painted - in this condition a leak would have to be severe to be detected. (See attached photo.)
- 20) Extension cords should never be used for fireplace inserts or for heaters. (See notes on dining room, living room and classroom.) These extension cords present a fire and trip hazard and likely void any warranty. Electrical outlets need to be installed that do not require the use of extension cords.
- 21) The ice machine/storage chest should be emptied and cleaned to reduce the probability of illness due to contaminated ice. Since Ice machine/storage chest is used most frequently during the warmer months, it should be cleaned at least monthly during warm weather.

While cold temperatures reduce the risk of pathogen growth, it is still possible for some pathogens to grow at cold temperatures (e.g., E. coli). No rules requir-

ing the cleaning of ice machines/storage chest, except in hospitals, could be found but it is recommended that ice machine/storage chest be cleaned at least monthly.

Initial Environmental Audit of ECIA Community Center (May/June 2019)

* Applicable to multiple rooms

Bold indicates that the item is critical.

CONFERENCE ROOM

- Is there an “air freshener” dispenser in heater/cooler (“splits”? If so, remove. *
- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *
- Drinking water container/dispenser *
This type of equipment requires constant up-keep. If filters are not changed at appropriate intervals the probability of a high exposure to unwanted chemicals is greater than if no filter is used. [When a filter has been used beyond its capacity to hold the compounds it is filtering, the filter will fail. Failure results in the releasing of the compounds held in the filter and a person’s exposure can be greater than drinking the water unfiltered.]
- Recycling/Waste - evaluate if signage is effective; evaluate % recycled versus % waste *
- Screen doors - crack under door allows entry of mice, insects, etc.*
- White board: what type of markers are being purchased? Are they low VOC?
- Ceiling vents - if present, need to clean *

BATHROOM (next to receptionist office)

- Soap dispenser - multiple types of liquid soap in Maintenance Closet; evaluate products.
- **Mouse droppings observed**
- Lysol Disinfectant spray - should be removed and alternative product recommended
- Glad aerosol - should be removed and alternative product recommended
- Rubbermaid Air Neutralizer - removed
- Lysol Toilet bowl cleaner - should be removed and alternative product recommended
- Toilet paper: what type is being used? What is the cost of ‘recycled paper’ toilet paper? *
- Ceiling vents - if present, need to clean *
- What is being used to dry hands?
- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *

CLOSET (across from conference room) - Contains CPR dummy, prizes, etc.

- Needs to be cleaned - recycle, give away what is not used, organize
- LED lightbulbs - should be moved to Maintenance Closet [When like items are stored in one place there is a lower probability of purchasing items that we already have.]
- Quiet Please disinfectant - should be moved to Maintenance Closet [See comment above]

Need to evaluate product and possibly recommend alternatives

CLOSET (across from conference room) - Contains sporting supplies

- Clean, organize, and update/make inventory.

BATHROOM (across from Conference Room)

- Aerosol dispenser - spray removed; delivery device needs to be removed *

BATHROOM (across from Conference Room) - continued

- Fan needs to be upgraded and automatically on when light is turned on (to help reduce odors). *
- Soap dispenser: multiple types of liquid soap in Maintenance Closet. *
Need to evaluate product and possibly recommend alternatives
- Towel dispenser: what is being used? What is the cost of 'recycled paper' hand towels? Are paper towels needed? [Cloth towels are more environmentally benign but would they be cleaned often enough? *
- Toilet paper: what is being used? What is the cost of 'recycled paper' toilet paper? *
- Ceiling vent - needs to be cleaned *
- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *

FOYER (Dining Room)

- Screen doors - crack under door allows entry of mice, insects, etc. *
- Chest freezer (why is it here?)
- Recycling/Waste - evaluate if signage is effective; evaluate % recycled versus % waste *
- **Fireplace - extension cord (CODE violation/fire hazard); must be remedied before winter ***
- Fire extinguisher - who inspects? When is it inspected? *
- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *
- Ceiling vents - if present, need to clean *

ENTRY HALL

- **Ivy in corner by Living Room**
- Gas heater - CO monitor?
- Drinking water container/dispenser - see comment under Conference Room *
- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *

LIVING ROOM

- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *
- **Fireplace - extension cord (CODE violation/fire hazard); must be remedied before Oct. 2019 ***
- Fire extinguisher - who inspects? When is it inspected? *
- Is there an "air freshener" dispenser in heater/cooler ("splits)? If so, remove. *
- **Floor lamps - extension cord across floor (CODE violation/fire hazard/trip hazard)**
- Cracked window (second window on right as room is entered)
- **Ivy - between wood and concrete**
- Ceiling vents - if present, need to clean *

CLASSROOM

- **Heater - needs a dedicated electrical - extension cord (CODE violation/fire hazard/trip hazard)**
- Closet - remove 'stuff'
Needs to be sealed - mice/insect entrance
- Locked closet - needs to be checked for holes (vermin entry point?) and contents

CLASSROOM - continued

- What type of lightbulbs are being used? *

- What type of lightbulbs can be used in the fixture? *
- Ceiling vents - if present, need to clean *
- “Old” heater - remove?

KITCHEN

- **Ice machine - Periodic removal of all ice; cleaned [It is a health hazard if this equipment is not periodically cleaned.]**
- **Mouse droppings observed**
- Locked cabinets need to be inventoried and cleaned.
- Refrigerator - needs to be used for all food items, including packaged food, until mice problem is remedied (food items found on counters)
- Fire extinguisher - who inspects? When is it inspected? *
- **Loose ceiling panel observed - need repaired (possible mice entry point)**
- Drinking water container/dispenser - see comment under Conference Room *
- What type of lightbulbs are being used? *
- What type of lightbulbs can be used in the fixture? *
- Inventory of supplies (need to be evaluated and potential replacement recommended):
 - Simple green
 - Clorox wipes
 - Swiffer products
 - **Pro-force oven, grill and fryer cleaner (sodium hydroxide, also known as lye) is in a location that is accessible to small children - move immediately**
 - **Bleach on counter; place in a secure location as room is open to small children**
- Debris found under sink - Cabinet needs to be cleaned out and area needs to be kept clean
- Towel dispenser (See comments under Bathroom across from Conference Room) *
- Soap dispenser - (See comments under Bathroom across from Conference Room) *
- Pest Reject Plug In: These devices do not work; thus, they are a waste of resources and energy. *

BATHROOM (near Maintenance Closet)

- Aerosol dispenser - spray removed; delivery device needs to be removed *
- Soap dispenser - (See comments under Bathroom across from Conference Room) *
- Towel dispenser - (See comments under Bathroom across from Conference Room) *
- Toilet paper - (See comments under Bathroom across from Conference Room)
- Fan needs to be upgraded and automatically on when light is turned on (to help reduce odors) **Ceiling vent - need to clean ***

MAINTENANCE CLOSET

- **Mouse droppings observed**
- **ORGANIZE SHELVES** - evaluate if current organization is useful and reorganize as desired
- Aerosol dispenser - spray removed; delivery device needs to be removed *
- Rags - dirty mixed with clean [Determine if rags should be used. If so, how will clean be kept separate from dirty and how dirty rags will be cleaned.]
- **REMOVE Unlabeled spray bottles (some with others without sprayer) - ALWAYS LABEL**

MAINTENANCE CLOSET (continued)

- **Water left in mop bucket - empty immediately**
- **Ceiling vent - need to clean ***
- Soap dispenser - (See comments under Bathroom across from Conference Room) *

- Towel dispenser - (See comments under Bathroom across from Conference Room) *
- Pest Reject Plug In: These devices do not work; thus, they are a waste of resources and energy. *
- Inventory of supplies (need to be evaluated and potential replacement recommended):

Ajax - remove	Unger Easy Glide glass Cleaner
Batteries	Bona Hardwood floor cleaner
Swifter products	Fallman hardwood floor cleaner
Perfect Granite daily cleaner	HDX Germicidal bleach
Mountain Falls hand soap	Raid - flying insect - REMOVE
Rug Doctor steam cleaner	Pledge - lemon cleaner
ChemDry Carpet stain extinguisher	Miracle Heavy duty acidic cleaner
Green Works Toilet bowl cleaner	Dial Aloe Anti-bacterial soap
Windex	Kleenex Hand foaming hand cleaner
Spartan HDQ Neutral	Kleenex Hand Green certified foam cleaner
Foaming Carpet Cleaner/Odor Re- mover (Style Selections)	Zero Water 5-stage replacement filters

Green Works Multi-surface cleaner

Turtle wax - oxy Interior 1 multi-purpose cleaner & stain remover

- **These items should be immediately removed and stored in Barn**

ons)	Rust-oleum - porch paint (2 gal-	Paint (multiple gallons)
	Rust-oleum striping paint	Goop Off

- Inventory of equipment and other ‘things’”

Measuring cups, etc.	Vacuum	Mop
Buckets	Dolly	Broom
Paintings	Ladder	
Trash can	Tables	
	Fan	

Uncleaned painting equipment - Clean immediately and move to barn

RECEPTIONIST OFFICE

- **Heater - needs a dedicated electrical - extension cord (CODE violation/fire hazard)**
- Copy machine
 - Need to evaluate: what size of room is sufficient to not result in respiratory issues due to ozone produced by copy machine?
- **Candles - HAZARD: open flame, glass breakage, etc. REMOVE IMMEDIATELY**
- Goof off - determine frequency of need to use versus hazard of keeping in office versus barn
- Partial Supply inventory: complete evaluation needed of supplies

Expo white board cleaner - Safer choice	Toner
Printer ink	Paper - should purchase recycled pa- per

STAIRWAY CLOSET - first closet as climbing stairs (fans (2), decorations, paper bags, etc.)

- Clean out, organize, and update/make inventory

CABINET - along stairs (Computer equipment)

- Clean out, organize, and update/make inventory

CLOSET - top of stairs

- Clean out, organize, and update/make inventory - place similar supplies/equipment together!
- Partial Supply inventory: complete evaluation needed of supplies

Speakers	Pencil sharpener	Binders
Computer equipment	Envelopes	
	Paper	
Intercom?	NSF? (sealed box - 3)	

UPSTAIRS KITCHEN

- **Mouse droppings**
- Dust off® contains Difluoroethane (CAS 75-37-6) - research more env friendly product
- **Holes in kitchen ceiling and wall (behind door)** - entry point for vermin
- **All food should be in refrigerator** - mice can chew through cardboard and plastic
- **Employment poster blocked by refrigerator** - MOVE POSTER so it is visible to employees

UPSTAIRS BATHROOM

- Aerosol dispenser delivery device and spray container(s) need to be removed *
- Soap dispenser - (See comments under Bathroom across from Conference Room) *
- Towel dispenser - (See comments under Bathroom across from Conference Room) *
- Toilet paper - (See comments under Bathroom across from Conference Room) *
- Fan needs to be upgraded and on when light is turned on (will help reduce odors) *
- **Ceiling vent needs to be cleaned ***
- Inventory of supplies (need to be evaluated and potential replacement recommended):

Swifter products	Unlabelled sprayer - contents unknown
Pledge	
Febreze	Mountain Falls liquid hand soap
EnviroSafe All-purpose cleaner	Brighton Antibacterial hand soap
Dawn dish soap	White vinegar
Manual pot and pan detergent	Armand Hammer baking soda
Greenwork multi-surface cleaner	Time Mist - Mangotini
Greenwork toilet bowl cleaner	Mrs. Meyer Clean Day
Rubbermaid Microbust 3000	
Capture Soil release pre mist - Use with capture carpet and rug dry cleaner	
Personal products	
Quikrete (cement?) - is this really cement? If so, it should be moved to the barn	

OFFICE (next to manager's office)

- **Sparks International Finish - High Gloss: should be moved Barn or other appropriate place**

CABINET (in front of manager's office)

- Office supplies (needs to be inventoried)

BASEMENT

- Need to clean out, organize, update/make inventory - place similar supplies/equipment together! Aggregate decorations for each holiday. [Reduces probability of wasting money, energy and resources.]
- **Spray bottle - labelled "orange cleaner" - needs to have product/chemical name**

BASEMENT - continued

- **Label all spray bottles with product/chemical name**
- Some pipes are insulated; are any hot water pipes not insulated?
- Water jugs - should not be stored with lids on (need to be cleaned)
- Sewage pipes with peeling paint needs to be cleaned and repainted - in this condition a leak would have to be severe to be detected. (see photo)
- Chain across steps down to basement and upstairs (from outside) are not being used - they should be used.
- Inventory of chemicals:
 - Ajax (3+ cans) (why is this in the basement?)
 - Terro Ant killer (2 container) (why is this in the basement?)
 - Gluten-8 (why is this in the basement?)
 - Pendulum herbicide (why is this in the basement?)
 - Enviro X H₂OOrange₂ Concentrate 117 (why is this in the basement?)
 - Bowl cream - Restroom cleaners - Daley (why is this in the basement?)
 - Clinger clinging acid bowl clean (why is this in the basement?)
- REMOVE/Properly DISPOSE of IMMEDIATE:
 - Bayer Advanced Home Pest plus germ killer (Sodium O-phenylphenate and Cyfluthrin)
 - Raid
- Partial inventory of supplies and equipment:

Plungers	Washable tempura paint - 5
Multiple air conditioning units	Computer keyboards, monitors
Tiles	Air conditioning units
Holiday decorations	
Crafts smart chalkboard paint	
- Plastic water tank bases - 10

BARN

- Generally good. **In fact, the barn is the most organized of areas inspected.** Most everything is properly stored.
- **Organize paints separately from other flammables.**
- **Other flammables need a separate 'flammables' cabinet**
- Photos mainly show the need to organize flammables
- **Go through paints - dispose of old paint, put paint in main building with paints in the barn**
- **Need MSDS and OSHA notifications, safety signs, etc.**
- Smoke alarms present - what is the schedule to check?

GENERIC EVALUATIONS NEEDED FOR:

- Windows - Are there energy saving possibilities?
- Maintenance supplies (Paints, strippers, stucco, glues, flooring etc.)
- Landscaping, pest and fertilizer supplies
- Pools chemicals and supplies
- Rodent elimination supplies (traps, etc.)

- Lighting fixtures - energy efficiency, etc.
- Light bulbs - energy efficiency, etc.
- Cleaning supplies (bathroom, floors, desk tops, etc.)

INCOMPLETE SET OF PHOTOGRAPHS OF PROBLEMS (in order of written inventory)

FOYER (Dining Room)



Fire hazard and potential trip hazard

MAINTENANCE CLOSET



Supplies after reorganization - large quantities of Ajax (no longer used); multiple types of hand soap (most in dispensers that we no longer have - maybe pour from these containers into the current soap dispensers?)

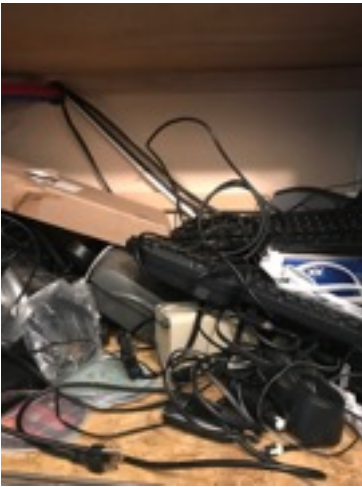


Mildew smelling water



Broken soap dispenser with 'stuff' in it

MULTIPLE CLOSETS HAVE DISORGANIZED COMPUTER EQUIPMENT AND OTHER SUPPLIES

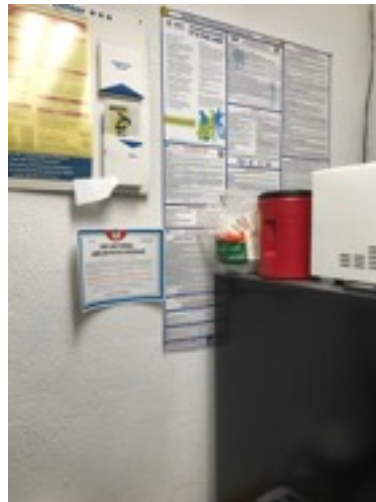


Miscellaneous computer equipment

UPSTAIRS KITCHEN



Entry/Exit for mice



Employment poster behind refrigerator



Entry/Exit for mice behind ceiling fixture
UPSTAIRS BATHROOM



Under sink

BASEMENT



Paint peeling from sewage pipe



Chains need to be across stairways

BARN - showing need for organizing supplies

