

RULES AND REGULATIONS PERTAINING TO SCHOOL SANITATION

SECTION I DEFINITIONS

- 1.1 School shall mean any establishment, public or private, for the care and education of students from kindergarten through grade twelve and any college or university or educational institution of higher learning.
- 1.2 Department shall mean the Guam Department of Public Health and Social Services.
- 1.3 Sanitary Permit shall mean a written document issued by the Department of Public Health and Social Services giving a designated person, association or corporation permission to operate a school.
- 1.4 Construction Permit shall mean a permit issued by the Department of Public Health and Social Services giving permission to construct, extend, alter, or modify a structure or building to be used as a school.
- 1.5 Director shall mean the Director of Public Health and Social Services or his designated representative.

SECTION II AUTHORITY

Public Law 15-96, Guam Environmental Health Act, Subchapter F, Sections 9550.0 through 9550.4 authorizes the Department to establish rules and regulations governing all schools and to ensure that all provisions of Public Law 15-96 regarding permit issuance are carried out.

SECTION III CONSTRUCTION PERMIT

- 3.1 Any person, association, or corporation, before constructing a new school facility, or making an addition to, or major alteration of, an existing facility shall first submit plans and specifications of such building or changes to the Department.

- 3.2 A Construction Permit shall not be issued until detailed plans and specifications of the school facility have been submitted for review and approval.
- 3.3 The plans and specifications shall include at least the following:
 - 3.3.1 The plot and location plans indicating the location of the proposed project in relation to property boundaries and zone designation.
 - 3.3.2 A floor plan which must include area and room designation, elevation of section, and floors, walls, ceilings, finishes, etc.
 - 3.3.3 A plumbing plan which must include plumbing in isometric, a fixture schedule specifying materials to be used, fire sprinkler system and sewage disposal system.
 - 3.3.4 An electric plan to include lighting plan, fire alarm system, and panel schedule.
 - 3.3.5 A ventilation system plan to include the intake and exhaust air duct plan if ventilated by artificial means.
- 3.4 After issuance of a Construction Permit, a job site inspection shall be conducted during construction so as to determine that all plans and specifications as submitted and approved by the Director are being carried out. The requirements in these rules and regulations are in addition to the program or requirements of other agencies such as the Public Utility Agency of Guam, the Guam Environmental Protection Agency, and the Department of Public Works.
- 3.5 The Construction Permit fee for all school facilities shall be \$25.00.

SECTION IV SANITARY PERMIT

- 4.1 No person, association, or corporation shall directly or indirectly in any manner, conduct, control, manage, maintain, or operate a school facility unless a valid Sanitary Permit issued by the Department to operate such a facility has been obtained and posted.
- 4.2 An application for a Sanitary Permit to operate all new or existing schools whether public, private or vocational institutions shall be made in writing on a form prescribed by the Department, signed by the applicant or his authorized agent, and shall contain such information that will determine that the facility and its operation are in compliance with the applicable provisions of these regulations.
- 4.3 Before the application for a Sanitary Permit shall be approved, the Department shall verify that the facility meets the minimum sanitary requirements and standards. This will involve right of entry, inspection, and investigation.
- 4.4 If upon inspection the Department is satisfied that the school facility reasonably meets the qualifications and standards prescribed, a nontransferable Sanitary Permit designating the type of facility shall be issued. Said Sanitary Permit shall be posted in a conspicuous area

ous area designated by the Director. All Sanitary Permits shall be valid for 12 months and renewed on June 30 of each year.

- 4.5 If the application or renewal indicates that the facility does not meet the minimum sanitary requirements and standards, the Sanitary Permit shall be denied or terminated.
- 4.6 An application for renewal of Sanitary Permit shall be filed 30 days prior to its expiration date, and upon approval by the Division, a new Sanitary Permit shall be issued.
- 4.7 Failure to comply with any rule or regulation, or refusal to renew the Sanitary Permit of any school facility is reason for revocation, suspension, or disapproval of the new permit.
- 4.8 Any person denied a permit, or whose permit has been revoked for cause may appeal from the Director's action. The appeal shall be in accordance with Subchapter B, Section 9510.8, of Public Law 15-96.
- 4.9 There shall be a \$5.00 charge for any duplicate permits issued.

SECTION V GROUNDS (LOCATION AND PREMISES)

5.1 Location.

- 5.1.1 The school building shall be located in an area where the intensity of noise will be as low as possible. Noise level at the site should not exceed seventy (70) decibels. The school site shall be away from truck routes, airports, factories and other sources of loud, continuous or sharp impact noise.
- 5.1.2 The school site shall be located so that it is as remote as possible from sources of air pollution such as manufacturing plants, abattoirs, refineries, open-burning dumps, sanitary landfill operations, polluted streams and any sources of smoke, dust, fumes, or objectional odors.
- 5.1.3 Once a school site has been established, no source of objectionable conditions as detailed in 5.1.1 and 5.1.2 above shall be permanently located near enough to a school site so as to create conditions objectionable to the school.

5.2 Premises

- 5.2.1 The school site, which includes the area used for a playground as well as that immediately adjacent to the school building, shall be evenly graded and sloped so as to provide adequate surface drainage.
- 5.2.2 A minimum of 5,000 sq. ft. outdoor recreational area shall be provided which shall be either fenced or properly isolated from vehicular traffic.
- 5.2.3 The school site shall be free of potential sources of insect and rodent breeding such as open dumps, etc., and shall be located away ; from low lying swampy areas where mosquitoes breed.

- 5.2.4 The school grounds shall be kept clean, free of rubbish and overgrown vegetation, and shall be reasonably level so as to prevent injury.

SECTION VI BUILDING

6.1 Rooms

- 6.1.1 The class room areas shall be of sufficient size to provide at least 25-30 square feet of space per child in elementary schools, 20-25 square feet of space per child in secondary schools, and at least 18-20 square feet of space per child in high schools.
- 6.1.2 Rooms shall be kept clean, neat, and orderly with approved waste paper containers provided.
- 6.1.3 The janitorial rooms, and any storage area used to store hazardous materials, shall be locked to prevent student access.

6.2 Floors

- 6.2.1 The floors of all the rooms shall be of such construction as to be easily cleanable, light in color, and shall be kept clean and in good repair.
- 6.2.2 The floors shall be made from materials approved by the Department.
- 6.2.3 Floors without carpeting shall be sealed with a satisfactory floor sealer (a dust arresting compound used while sweeping.)
- 6.2.4 Floors in the toilet rooms shall be of impervious, easy to clean material.

6.3 Walls and Ceilings

- 6.3.1 Walls and ceilings shall have surfaces of light color and flat finish, and shall be kept clean and in good repair. Walls shall be finished with easily cleanable material.

6.4 Doors and Windows

- 6.4.1 For the multi-story school building, exits shall be provided which are easily accessible and plainly indicated. Exit signs shall be posted at the front side of the exit door.
- 6.4.2 Rolling, sliding, revolving, or double acting doors are prohibited. Entrance doors shall be self-closing and shall open outward.
- 6.4.3 Doors and windows shall be kept clean and in good repair.
- 6.4.4 Where insect pests are a problem all openings to the outer air shall be screened effectively, unless other effective means are provided to prevent the entrance of insects. Plastic cloth or wire screen shall be not less than 16 mesh to the inch.

6.5 Classroom Equipment

- 6.5.1 The classroom equipment such as chalkboards, erasers, and furniture shall be kept

clean and in good repair.

- 6.5.2 Chalkboards shall be of black or green, dull finish, and shall have smooth, even surfaces with no cracks and as few seams as possible.
- 6.5.3 Chalkboards shall be located so as to be easily seen by the intended users, and opposite windows so as not to create areas of high light contrast near or behind chalkboards.
- 6.5.4 The use of crayon or chalk containing lead, lead compound, or dangerous soluble methyl bromide dyes is prohibited.

6.6 Seating

- 6.6.1 Each student shall have an individual seating unit with writing table attached or adjacent to the seat and so constructed as to provide comfortable seating and convenient writing without undue strain.
- 6.6.2 Where windows are the primary source of illumination the desks shall be so arranged that the light is admitted from the left and rear of the seated children. Left-handed children shall be located where light is received from the right side.
- 6.6.3 When the pupil is erectly seated with feet squarely on the floor, there must be no pressure from the forward edge of the seat under the knees.
- 6.6.5 Writing tables attached to the desk shall be smooth and light in color to provide a limited contrast against a white paper.

6.7 Maintenance and Housekeeping

- 6.7.1 There shall be sufficient space for the storage of outdoor clothing raincoats maintenance equipment, ground equipment, and instructional equipment to prevent cluttering of classrooms, walkways, or other areas
- 6.7.2 All areas, facilities, and equipment shall be maintained in a clean, safe, and sanitary condition and kept in good repair.
- 6.7.3 The building shall be free of insects of public health significance and conditions which attract, provide harborage, and promote breeding of vermin.
- 6.7.4 When sweeping floors, a dust arresting compound shall be used in classrooms.

6.8 Design and Construction

- 6.8.1 It shall be the responsibility of the operator to meet the standards of these and other applicable regulations.
- 6.8.2 Adherence to the latest editions of the Uniform Plumbing Code, Uniform Building Code, Uniform Mechanical Code, National Electrical Code, and the Guam Fire Prevention Code shall be required for all new construction.

SECTION VII VENTILATION

- 7.1 Ventilation shall be adequate to provide proper circulation of needed air within a room by either windows or mechanical ventilators.
- 7.2 All rooms, areas, and equipment, from which contaminated aerosols, obnoxious odors, or noxious fumes or vapor may originate shall be effectively vented to the outside air.
- 7.3 Windows, including louvers opened from the bottom, which cause direct currents of air on students nearby, shall be provided with window ventilators or deflectors.
- 7.4 Windows, including louvers shall be adjustable at the top and bottom, and when this is the only means of ventilation, at least one-half (1/2) of the windows shall open from both top and bottom.
- 7.5 Ducts and fans in connection with mechanical ventilation shall be so arranged and controlled as to eliminate objectionable air currents directly on the students.
- 7.6 When mechanical ventilation is provided, all openings to the outer air shall be closed to maintain required temperature to the entire room area.
- 7.7 When mechanical ventilation is provided, it shall be kept clean and in good repair.

SECTION VIII LIGHTING

- 8.1 When adequate natural light is not available, artificial light shall be provided to promote a comfortable visual environment.
- 8.2 Windows shall extend as near to the ceiling as possible and shall be located along one (1) side or two adjoining sides of the study room.
- 8.3 The total window area shall be not less than 20 percent of the floor area unless adequate artificial lighting is provided.
- 8.4 All classroom windows shall be provided with light shields, shades, or blinds which shall be kept clean and in good condition and so used or adjusted that glare and excessive light intensities are reduced to a minimum.
- 8.5 Window panes shall not be used for decorations or objects which shut out the light.
- 8.6 Minimum acceptable levels for school lighting in the following areas shall be:
 - 8.6.1 Lecture rooms, study halls, laboratories, offices, libraries, art rooms, and electronic and machine shops—30 foot candles.
 - 8.6.2 Classrooms for partially seeing children and those who lip read—50 foot candles.
 - 8.6.3 Reception rooms, gymnasiums, and all swimming pools—20 foot candles.

- 8.6.4 Auditoriums, cafeterias, locker rooms, corridors and stairways—10 foot candles.
- 8.7 Artificial lighting in all areas except storage areas shall be diffused, indirect, and glare-free.
- 8.8 Lighting fixture installations shall be in a manner that will not create a fire hazard.

**SECTION IX
PLUMBING**

- 9.1 Plumbing shall be sized, installed, and maintained to carry adequate quantities of water to required locations throughout the school, to prevent contamination of the water supply, to properly convey sewage and liquid wastes from the school building to the public sewage system or to an individual sewage disposal system approved by the Department so as not to create an unsanitary condition or nuisance.
- 9.2 Plumbing installations shall be in conformance with the current Uniform Plumbing Code at the time of construction Unless it is determined at a later date that such previous installation could result in serious hazard to the public health. Such plumbing shall then be changed to conform with the latest edition of the Uniform Plumbing Code.

**SECTION X
WATER SUPPLY**

- 10.1 Each school building shall be provided with an ample supply of water from an approved public water system. Water supply shall be safe and of sanitary quality.
- 10.2 Drinking water dispensed by means of drinking fountains, cups and water coolers shall conform to the following:
 - 10.2.1 Drinking Fountain
 - 10.2.1.1 Drinking fountains shall be kept clean and in good repair.
 - 10.2.1.2 Drinking fountains shall be provided in the ratio of one per each 75 students.
 - 10.2.1.3 Drinking fountains shall be constructed of impervious material, such as stainless steel, vitreous china, porcelain, enamel, or stoneware.
 - 10.2.1.4 The jet of the drinking fountain shall issue from a nozzle of non-oxidizing, impervious material set at an angle from the verticle so as to prevent the return of water in the jet to the orifice or orifices from whence the jet issues. The nozzle and every other opening in the water pipe or conductor leading to the nozzle shall be above the edge of the bowl.
 - 10.2.1.5 The end of the nozzle shall be protected by a non-oxidizing guard to

- prevent the mouth and nose of a person using the fountain from coming into contact with the nozzle.
- 10.2.1.6 The bowl of a drinking fountain shall be free from corners so as to be easily cleanable and to avoid collection of dirt.
 - 10.2.1.7 Drinking fountains shall not have a direct physical connection with a waste pipe unless the drain is trapped.
 - 10.2.1.8 The waste opening and pipe shall be provided with a strainer and be of sufficient size to carry off the water promptly.
- 10.2.2 Single service cups shall be used for dispensing drinking water from imported bottled spring water or water coolers. Single service cups shall be stored, handled, and dispensed in a sanitary manner.
- 10.2.3 Water coolers used for dispensing drinking water shall be provided with a cover, and shall be kept clean. Dipping of water from a water cooler is prohibited.
- 10.2.4 Other cups such as individually owned cups shall be used only by one owner.
- 10.3 The school water supply system shall be in a good working order at all times so as to adequately supply the water demand of the school.
- 10.4 All water outlets shall be protected from back-flow either by air gap or back-flow prevention devices. There shall be no existing or potential cross-connection or back-siphonage problems anywhere in the school building or its premises.
- 10.5 Any water outlet with a threaded, serrated~ or quick coupling nozzle, shall be provided with a vacuum breaker.

SECTION XI HANDWASHING FACILITIES

- 11.1 Handwashing facilities shall be located in the classroom or adjacent thereto in all grades from kindergarten to grade two (2), and in other rooms which require frequent handwashing.
- 11.2 Handwashing facilities shall be kept clean, maintained and shall be adequate in size and number to serve the total population of the school based on the following ratio:
- 11.2.1 Elementary schools shall have at least one (1) lavatory for every 60 pupil .
 - 11.2.2 Secondary schools shall have at least one (1) lavatory for every 100 students.
- 11.3 Handwashing facilities shall be provided with cold water at least. If hot water also is provided at hand washing facilities, it must be combined with the cold water through a mixing faucet. The hot water shall have a maximum temperature of 120° Fahrenheit.
- 11.4 Soap and single-service towels shall be provided and made available at all times. A heated air hand-drying device may be used in place of single-service towels. Common use towels

are prohibited.

- 11.5 Handwashing facilities shall be conveniently located to toilet rooms.

SECTION XII SHOWER AND LOCKER ROOMS

- 12.1 Where athletic or gymnastic activities are conducted, showers shall be provided.
- 12.2 There shall be a minimum of one showerhead for each four (4) girls and one showerhead for each five (5) boys based upon maximum demand in any one period.
- 12.3 The floor of the shower room shall be of smooth finished material with nonslip surface impervious to moisture and sloped to the floor drain. Junctions between walls and floors shall be coved and sealed. Walls shall be water impervious up to showerhead heights. Upper walls and ceilings shall be of smooth, easily washable construction.
- 12.4 Shower and locker rooms shall be kept clean and well ventilated and the lockers, showerheads and floors shall be kept in good repair.

SECTION XIII TOILET FACILITIES

- 13.1 The following table establishes the minimum number of toilet fixtures for schools:
- a) Elementary schools:
 - Girls' water closets — one for each 35 females
 - Boys' water closets— one for each 60 males
 - Boys' urinals — one for each 30 males
 - b) Secondary schools and higher institutions:
 - Girls' water closets— one for each 45 females
 - Boys' water closets— one for each 100 males
 - Boys' urinals — one for each 30 males
- 13.2 Toilet stools and urinals shall be of proper height for the pupils.
- 13.3 Separate toilet facilities for each sex shall be conveniently located.
- 13.4 Toilet facilities shall be provided in conjunction with shower or locker rooms.
- 13.5 Toilet doors shall be self-closing and shall be provided with signs designating the sex for which such room is intended.
- 13.6 Floors shall be of impervious material and floor drains shall be provided.
- 13.7 Each toilet facility shall be completely enclosed and shall have a tightfitting, self-closing

door. Toilet partitions shall begin not more than one (1) foot from the floor and extend to a height of not less than five (5) feet.

- 13.8 Toilet rooms shall have adequate ventilation and shall be mechanically or naturally vented to the outside.
- 13.9 Toilet rooms shall be well lighted either by natural or artificial means. There shall be at least 10 foot candles of illumination.
- 13.10 Each toilet room shall be provided with an approved trash container.
- 13.11 All toilet rooms shall be kept in good repair, clean, and free from foul odor.
- 13.12 Toilet paper shall be available and conveniently located adjacent to each flush toilet.

SECTION XIV GARBAGE AND TRASH DISPOSAL

- 14.1 Every school shall provide an adequate number of garbage and trash containers with tight-fitting lids which shall be located at a place suitable for their use. Containers with self-closing lids shall be constructed in such a way that accidents cannot occur from faults of the apparatus itself.
- 14.2 Watertight and non-absorbent containers shall be used for storing garbage. Garbage containers shall be washed and treated with a disinfectant as often as may be necessary to prevent nuisances. The disinfectant used in such containers shall contain at least 100 ppm of chlorine or its equivalent of an acceptable bactericide.
- 14.3 Garbage, trash, and other solid wastes shall be disposed of regularly.
- 14.4 Trash and solid waste shall be disposed of in an approved landfill or garbage or refuse disposal system approved by Public Health so as not to create a nuisance or health hazard.
- 14.5 Trash cans or barrels shall be elevated to at least 18 inches from the ground surface and the areas around the containers shall be kept clean so as not to serve as harborage for vermin. Bulk refuse containers shall be located on impervious asphalt or concrete surfaces sloped to drain into an approved sewage disposal system.
- 14.6 Garbage intended for use as animal feed shall be stored according to regulations separately established for feeding of garbage to livestock.

SECTION XV FOOD PROTECTION

- 15.1 All food storage, preparation, and serving facilities shall comply with applicable Public Health regulations for eating and drinking establishments.

SECTION XVI

SAFETY

- 16.1 Each school building shall have first aid material available and accessible.
- 16.2 The Red Cross first aid manual (current edition) or a similar recognized first aid manual are recommended as guides on technique.
- 16.3 Fire extinguishers shall be provided as required by the Department of Public Safety.
- 16.4 All doors to the outside shall open outward and should be equipped with panic latches.
- 16.5 Fire drills are recommended to be held at regular intervals and at least once a month is recommended.
- 16.6 All playground equipment shall be well constructed, safe and maintained in good repair. Playground equipment shall comply with the safety requirements of the U.S. Consumer Product Safety Commission adopted by the Department.
- 16.7 The playground equipment should be inspected frequently to detect defects, and when found, it should be dismantled or placed out of service until repaired or replaced.

SECTION XVII

EXISTING FACILITIES

- 17.1 School facilities in existence at the time these regulations take effect shall be deemed acceptable if it is determined by the Director that no serious health hazard or discomfort will occur that would affect the occupants of such school facility.

ADOPTED this 14th day of October, 1983

VIOLATION, DEMERIT ASSIGNMENT CHECK LIST

ITEM	DEMERIT
DOCUMENTS: SECTION III, IV	
01	Permit for construction. 6
02	Sanitary Permit valid. 6
03	Permits, Inspection Report posted. 2
GROUNDS: SECTION V	
04	Located in low noise area, away from sources of air pollution. 4
05	Grounds sloped and graded. 4
06	25,000 sq. ft. of outdoor play area; fences or isolated from vehicles. 4
07	Adequate vector control. 4
08	Grounds: clean, no rubbish, or overgrown vegetation; level. 2
BUILDING: SECTION VI	
09	25, 20, & 18 sq. ft./Child respectively for Elementary, Junior & High School. 2
10	Classrooms, clean, orderly, waste receptacle. 2
11	Janitorial rooms maintained and secured. 2
12	Floors maintained, cleanable, light color, kept cleaned (sealed in restrooms). 2
13	Walls and ceilings of light color and easily cleanable material, clean and good repair. 2
14	Exits easily accessible, marked, open outward, self-closing, repair, clean. No rolling, sliding, revolving, double acting screened. 4
15	Windows, clean, good repair, screening, no obstruction to light. 2
16	Classroom equipment clean and in good repair. 2
17	Individual chairs with attached or adjacent table. 2
18	Adequate storage of maintenance and instructional equipment. 2
19	Facility properly maintained 2
20	All latest editions of applicable code followed 4
VENTILATION: SECTION VII	
21	Adequate natural and/or mechanical/ventilation. 2
22	Objectionable odors vented to the outside. 2
LIGHTING: SECTION VIII	
23	Minimum light requirements A. 30 foot candles lecture room, study halls, laboratories, offices, libraries, art rooms, electronic and machine shops. B. 50 foot candles for children who lip read or have impaired vision. 2

ITEM	DEMERIT
	C. 20 foot candles - reception rooms, gymnasiums and swimming pools. D. 10 foot candles - auditoriums, cafeterias, locker rooms, corridors and stairways.
PLUMBING: SECTION IX	
24	Properly sized, installed, maintained, U.P.C. conformance. 4
25	Approved sewage disposal system, utilized 6
WATER SUPPLY: SECTION X	
26	Adequate supply, approved system, sources, safe quality, properly protected. 4
27	No cross-connection, back siphonage. 6
HANDWASHING FACILITIES: SECTION XI	
28	Sinks provided in or adjacent to classrooms (K-2nd) and elsewhere as needed. 2
29	Adequate, convenient, maintained, mixing faucets, water temp., hand cleaner, sanitary towels, waste receptacles, proper ratio: A. Elementary 1/60 B. Secondary 1/100 4
SHOWERS: SECTION XII	
30	Shower rooms properly constructed, adequate, maintained. Proper ratio shower heads: A. 1:4 - Girls' B. 1:5 - Boys' 4
TOILET FACILITIES: SECTION XIII	
31	Adequate, convenient, maintained, signs, constructed, repair, toilet tissue and separated by sex, ratios: A. Elementary: 1) Water closet - 1:35 Females/1:60 Males 2) Urinals - 1:30 Males B. Secondary & Higher 1) Water closet - 1:45 Females/1:100 Males 2) Urinals - 1:30 Males 6
GARBAGE AND REFUSE DISPOSAL: SECTION XIV	
32	Containers: covered - (adequate number), insect & rodent proof, frequency, clean. 4
33	Outside storage area enclosures facilities provided, constructed, clean. 2
FOOD PROTECTION: SECTION XV	
34	Food Service Operations (USE FSIR)
SAFETY: SECTION XVI	
35	First Aide-Kits and a recognized first aid manual available in each building. 4
36	Fire extinguishers provided. 4
37	Playground equipment in compliance with CPSC, constructed, repair, isolated. 4
38	Fire drills - regular monthly
EXISTING FACILITIES: SECTION XVII	
39	PRE-1983 School Building, Rules and Regulations
TOTAL DEMERITS	