

Town Supervisor
Lance Peterson
Town Board Members
Kenneth Knapp
Donna J. Patchen
James Kenney
Kathleen LaClair



Town of Clayton
405 Riverside Drive
Clayton, New York 13624
Telephone: (315) 686-3512
Fax: (315) 686-2651
www.townofclayton.com

Town Clerk
Megan Badour

TOWN BOARD WORKSHOP MEETING AGENDA

Wednesday, October 26, 2022 • 5:30pm • Town Hall

1. **Pledge of Allegiance**
2. **Town Board Workshop Meeting**
 - A. **Town Clerk**
 - i. *Correspondence* that Needs Recording
 - ii. *Minutes* from 09/14/2022 Meeting
 - B. **Public: Comment on Agenda Items**
 - C. **Workshop Discussion Items:**
 - i. Public Hearing on Assessment Services 5:30pm
 - ii. Public Hearing on Preliminary Budget 5:45pm
 - iii. Depauville Sewer Disinfection Project Update
 - iv. NNY OHS Drug Testing Agreement
 - v. TIERS Ambulance Funds Request
 - vi. Safety Inspection Report: Jim Kenney
3. **Adjournment** **Next Meeting:** *Wednesday, November 9, 2022 @ 5:00pm Town Hall*

Town of Clayton Regular Meeting Minutes

Wednesday, October 12, 2022

The Town Board of the Town of Clayton held their regular meeting at 5:00 PM, at the Town Hall located at 405 Riverside Dr., Clayton, NY.

The following persons attended:

Lance Peterson	Donna Patchen	Megan Badour	Justin Taylor
Kathleen LaClair	James Kenney	Pamela McDowell	Steve Dorr, Sr.
Mary Kleinhans	Tracy Brabant	Ann Major-Stevenson	Allen Heberling
Joseph Eppolito			

1. Pledge of Allegiance

2. Guests:

3. Town Clerk:

Correspondence:

1. Charter Communications Updates (see attached)
2. Volunteer Transportation Center, Inc. Re: Budget allocation for 2023 (see attached)
3. Notice of Application Pursuant to the Public Lands Law- Miller/Chen (see attached)

Minutes from 9/28/2022 Workshop Meeting to be approved. Motion made by James Kenney, seconded by Kathleen LaClair. **Motion carried.**

4. Public:

- Joseph Eppolito:

Mr. Eppolito addressed the Town Board with concerns regarding the mandating of liability insurance for the Old Timer's Hockey. He was previously going to request a waiver for this, however, since the group had rented ice time on 10/11/22, the policy had to be paid in full with a no refund availability, as of yesterday, so his request was no longer valid. However, he questioned the necessity of this moving forward and requested the Town Board look further into this concern.

Additionally, at this time, a letter submitted by Christopher Matthews also addressed this concern and asked that the Town Board look further into this requirement. (See attached)

- Justin Taylor:

Mr. Taylor addressed the Town Board on several topics. Initially, Mr. Taylor thanked the Town Board for their efforts on several previous concerns he had been active in addressing. The next topic was with regard to the Town Assessor. Mr. Taylor reminded the Town Board that over the years, the Town of Clayton has employed not only a full-time assessor but also a clerk for this job. Mr. Taylor pointed out that although sales tax is the number one revenue source for the Town of Clayton, Clayton is the largest township in Jefferson County and its second revenue source is due to the assessments completed. Mr. Taylor asked that the Town Board not lose sight of this in their decision-making process with regard to filling the vacancy of the Assessor.

5. General Discussion Items:

A. Bills and Transfers:

i. Abstract #10 of 2022

Motion was made by Donna Patchen, seconded by Kathleen LaClair, to approve Abstract #10, in the amount of \$308,852.75. **Motion carried.**

ii. Transfers: N/A

iii. Budget Amendment: N/A

iv. New Accounts/Special Entries: N/A

B. Supervisor's Report & Bank Reconciliations:

Motion was made by James Kenney seconded by Kathleen LaClair to approve this for September 2022.

Motion carried.

C. Balance Sheets: September 2022

D. Resignations and Appointments:

i. Resignations: N/A

ii. Positions/Appointments: N/A

iii Rate Changes: N/A

E. Training:

Update was provided with regard to Ethan Forbes and Walker Coughlin. Both employees have completed their schooling for Captain's Licenses as well as their physicals and drug tests and are awaiting the final step to being licensed.

Motion was made for Tyler Mitchell to attend Captain's School from November 5-13, 2022 at a cost of \$842.70, by Donna Patchen, seconded by James Kenney. **Motion carried.**

Motion was made to approve Alicia Dewey to attend GFOA GFI program by Kathleen LaClair, seconded by James Kenney. **Motion carried.**

Motion was made for Alicia Dewey to attend the AOT Annual Meeting and Training Workshop February 19-22, 2023, by Donna Patchen, seconded by Kathleen LaClair. **Motion carried.**

F. Depauville Sewer Lift Station Repair:

Motion to approve the emergency repair in the amount of \$6,594.19 by Kathleen LaClair, seconded by James Kenney. **Motion carried.** (See attached)

G. Assessment Services with Jefferson County-Set Public Hearing:

Motion to set Public Hearing for entering into an agreement with the County of Jefferson for appraisal, exemption and assessment services in order to fill the unexpired term of the former Town Assessor on October 26 @ 5:30 pm by Donna Patchen, seconded by Kathleen LaClair. **Motion carried.**

H. Old Timer's Hockey Liability Insurance Waiver Request:

See public comment on agenda items.

I. Budget Workshop:

Resolution #53 of 2022 to adopt the 2023 Preliminary Town of Clayton Budget introduced by Kathleen LaClair, seconded by James Kenney. Peterson-aye; LaClair-aye; Kenney- aye; Patchen-aye; Knapp- absent. **Approved.**

Motion to set the Public Hearing for the Town of Clayton 2023 Budget for October 26, 2022 @ 5:45 pm by James Kenney, seconded by Kathleen LaClair. **Motion carried.**

J. Upcoming Meetings:

A. **November 23rd Meeting:**

Motion was made by Donna Patchen, seconded by Kathleen LaClair to cancel the November 23, 2022 meeting. **Motion carried.**

B. **December 28th Meeting:**

Motion was made by James Kenney, seconded by Kathleen LaClair to reschedule the December 28, 2022 meeting to December 30, 2022 at 7:30 AM. **Motion carried.**

K. ARPA Funds:

Motion was made to provide the Youth Commission with \$1,955.32 in funding to cover the cost of equipment purchases by James Kenney, seconded by Kathleen LaClair. **Motion carried.**

L. RCAP:

Motion was made to enter the agreement with RCAP Solutions for assistance with the income survey for the Hamlet of Depauville's Sewer District Disinfection Project by Donna Patchen, seconded by James Kenney. **Motion carried.** (See attached)

6. Supervisor's Report: Meeting for the CLDC and Antique Boat Museum are forthcoming. Youth Commission had taken into account some needs for supplies and made purchases as appropriate to cover these expenses.

7. Department Head Reports:

A. Highway Superintendent: Steve Dorr- Crew reports that paving is almost complete, but waiting on the repair of a machine at this time. Sand is almost complete as well. Mr. Dorr would like to look into removal of some vehicles on public landing at Grindstone.

B. Buildings & Grounds: James Jones- New playgrounds in Depauville and at the Cerow Recreational Arena have been installed and are already being enjoyed by the youth of the town. Depauville's filtration system seems to be functioning appropriately now. There was an accident at the Transfer Site, which did result in minor injuries but the person is recovering well.

C. Assessor: No report

D. Codes/Zoning: Richard Ingerson-No report

8. Council Reports

- Councilwoman LaClair: No reports.
- Councilwoman Patchen: Please refer to Buildings & Grounds.
- Councilman Knapp: Absent
- Councilman Kenney: Mr. Kenney reports he is waiting to hear about more information on Air B and B.

9. Public:

Ann Major-Stevenson:

Ms. Major-Stevenson addressed the Town Board with concern to Planning Board and Village Board procedural matters Re: French Creek Marina (817-821 State Street).

Following her concerns, Ms. Major-Stevenson was informed that although the Town understands her concern, this is a Village issue and at this time, the Town of Clayton is unable to assist. (See attached)

10. Adjournment:

Motion was made by James Kenney, seconded by Donna Patchen to adjourn at 6:19 PM. **Motion carried.**

Next Meeting: Wednesday, October 26, 2022 at 5:00PM.

RESOLUTION NO. 53 of 2022
A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE COUNTY OF JEFFERSON FOR APPRAISAL, EXEMPTION AND ASSESSMENT SERVICES IN ORDER TO FILL THE UNEXPIRED TERM OF THE FORMER TOWN ASSESSOR
October 26, 2022

TITLE: a resolution to enter into an agreement with the County of Jefferson for appraisal, exemption and assessment services in order to fill the unexpired term of the former Town Assessor.

At a regular meeting the Town Board of the Town of Clayton held at Town Offices, 405 Riverside Drive, Clayton, New York 13624, on the 26th day of October, 2022 at 5 p.m., Supervisor Lance Peterson called the meeting to order and upon roll being called the following were:

PRESENT: Lance Peterson, Supervisor
Kenneth Knapp, Councilman
Donna Patchen, Councilwoman
James Kenney, Councilman
Kathleen LaClair, Councilwoman

WHEREAS, the Town of Clayton Town Board feels it is in the best interest to enter into an agreement with the County of Jefferson for appraisal, exemption and assessment services on an interim basis, and

WHEREAS, the cost of said services for year 2023, beginning January 1, 2023 will be \$40,176.72/year (\$9.84/parcel). The cost for said services for years 2024 and 2025 shall be \$66,961.20/year (\$16.40/parcel), and

WHEREAS, a properly advertised public hearing was held on the matter on October 26, 2022 at 5:00pm at the Town Hall after proper notice, and

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Clayton moves to allow interim assessment and appraisal services to be provided by Jefferson County.

WHEREFORE, this resolution is temporary and shall expire automatically on August 7, 2024.

The foregoing Resolution was offered by Board Member _____ and seconded by Board Member _____ and upon roll call vote of the Board was duly adopted as follows:

Supervisor Lance Peterson	YES ___	NO ___ Absent ___
Councilman Kenneth Knapp	YES ___	NO ___ Absent ___
Councilwoman Donna Patchen	YES ___	NO ___ Absent ___
Councilman James Kenney	YES ___	NO ___ Absent ___
Councilwoman Kathleen LaClair	YES ___	NO ___ Absent ___

CERTIFICATION:

I, Megan Badour, Clerk of the Town of Clayton, do hereby certify that the above resolution was adopted at a regular meeting of the Town Board of the Town of Clayton held on October 26, 2022 and it is on file and of record and that said resolution has not been altered, amended or revoked and it is in full force and effect.

Dated: October 26, 2022

Megan Badour, Town Clerk



• DEPAUVILLE •
**COMMUNITY
MEETING**

DEPAUVILLE SEWER DISTRICT PROJECT

Come to learn about the project & the need for the survey

**THURS
OCT 27TH**

6PM

**DEPAUVILLE
LIBRARY**

The NYS DEC is requiring the Town of Clayton to construct improvements to the Depauville Sewer System. We are working on grants & low-interest loans to help minimize the cost to users.

To qualify for these programs, we need to show that we are financially eligible. To do this, we need the homeowners in the district to complete a confidential Household Characteristics Survey.

This information is critical to support the Town's applications for state and federal funding assistance for required improvements to the Depauville Sewer system. Outside grants and loans will help us keep costs as low as possible for sewer system users.

The survey is confidential! Data will be received and compiled into a summary report at no cost to the Town by RCAP Solutions, Inc., a private not-for-profit organization.



Drug and Alcohol Testing Service Enrollment Form

Company Name: _____

Physical Address: _____

Mailing/Billing Address (if different): _____

Phone Number: _____ Fax Number: _____

Designated Employee Representative (DER): _____

Phone Number(s): _____

Email Address: _____

Alternate Confidential Contact: _____

Phone Number(s): _____

Email Address: _____

Notes

Office Use

--



Drug and Alcohol Testing Service Agreement

This agreement is made between NNY Occupational Health Services (D. Peter VanEenenaam, MD MS PLLC) at 20104 State Route 3 Watertown, NY 13601, hereinafter referred to as PROVIDER, and Town of Clayton located at 405 Riverside Drive, Clayton, NY 13624, hereinafter referred to as COMPANY, on this date, October 5, 2022. This agreement shall automatically renew for additional one year periods at the end of its term unless either party has given written notice of intent to change the terms of the agreement no less than sixty (60) days prior to the renewal date.

WHEREAS:

PROVIDER provides drug and alcohol testing services to companies to support workplace drug and alcohol testing programs and policies; and

COMPANY has a policy for alcohol and drugs of abuse testing of applicants and/or employees and requires alcohol and drug testing services from PROVIDER.

The parties both recognize that federal, state, and local laws may apply to services covered herein. In particular, certain services may be performed according to the regulations established and governed by the Department of Transportation (DOT). Both parties agree to assure, to the best of their ability, that services provided are rendered according to all applicable laws and regulations.

Therefore, in consideration of the premises and the mutual promises, covenants, and agreements contained herein, the parties agree as follows:

Scope of Services

Alcohol tests are tests performed using screening and evidential testing devices (EBT) by certified breath alcohol technicians (BATs) according to COMPANY policy and/or federal, state, or local regulations. Confirmation testing performed on all results 0.02 or greater.

Drug tests are tests performed using chain-of-custody collection and/or instant drug test processing according to COMPANY policy and/or federal, state, or local regulations. Collection is performed by certified collectors. Chain-of-custody collections are sent to certified testing laboratories for analysis and results are reviewed and verified by a certified Medical Review Officer (MRO).

Company Responsibilities

COMPANY will provide PROVIDER with the most recent applicable alcohol and/or drug testing policies of COMPANY.

COMPANY will provide PROVIDER with an employee list with applicable information for each employee to be included in the alcohol and/or drug testing program. This information shall be updated every three (3) months or sooner, if applicable.

COMPANY will designate a confidential representative (DER) and an alternate confidential representative to whom the PROVIDER will report test results and discuss or report other information. Owner-Operator companies may designate significant others as DER. This information shall be updated every three (3) months or sooner, if applicable.

COMPANY authorizes PROVIDER to request specific information or to order additional tests, as necessary or appropriate related to tests performed for COMPANY; COMPANY agrees to pay for additional costs and charges related to such information request or additional testing performed.

COMPANY acknowledges that performance of necessary verification procedures may be dependent upon cooperation by COMPANY representatives, tested individuals, and/or personal physicians and/or health care providers that may possess vital medical history information.

Provider Responsibilities

PROVIDER will maintain facilities and personnel adequate to the performance of services agreed to be provided to the COMPANY. In particular, PROVIDER will maintain trained and certified personnel qualified to perform services provided.

PROVIDER will, through the use of a TestVault web-based program, select employees for random drug and/or alcohol testing, if applicable. Notification of these selections will be made by electronic transmission only to COMPANY confidential representatives.

****Owner-operator/Self-employed companies will be notified of random selection by phone. Selected owner-operators will have two (2) hours to report to the collection site for specimen collection. Failure to appear within those two (2) hours will constitute a refusal to test.**

Reporting results of positive drug and/or alcohol tests to COMPANY by PROVIDER will be by phone to designated confidential contact initially, with follow-up electronic transmission. All negative drug and/or alcohol test results will be reported by electronic transmission. All DOT and other federally regulated testing original paperwork will be sent to COMPANY by PROVIDER via mail for their records.

PROVIDER will maintain, in a secure location with controlled access, all dated records and information for minimum time periods according to the schedule below and as applicable related to services provided by PROVIDER to COMPANY. Paperwork is maintained by PROVIDER on behalf of COMPANY. PROVIDER will provide requested documentation to the COMPANY within three (3) days of request made by DOT, other federal agency, or COMPANY.

FIVE YEARS

- Alcohol tests > 0.02
- Positive drug tests with MRO documentation
- Refusal to test documentation
- Medical explanation of shy bladder (inability to provide specimen) documentation
- Calibration documentation for EBTs
- BAT/Collector training certifications

ONE YEAR

- Alcohol tests <0.02
- Negative drug test results

Fees and Payment

Fees for services provided by PROVIDER to COMPANY will be in accordance with the FEES SCHEDULE hereby incorporated by attachment into this agreement.

The price for services rendered under this agreement are subject to change without notice.

PROVIDER will invoice COMPANY for all services provided on a monthly basis. Payment terms are net thirty (30) days after the date of any invoice.

PROVIDER

COMPANY

Authorized Signature: *[Handwritten Signature]*, MN Authorized Signature: _____

Title: RN, Manager Title: _____

Date: 10/5/2022 Date: _____



Drug and Alcohol Testing Fees Schedule

Workplace Drug and Alcohol Program Annual Enrollment Fees:

Owner/Operator \$100
2-10 Participants \$200
11-25 Participants \$300
26-50 Participants \$500
51-100 Participants \$750
101+ Participants \$1000

DOT 5 Panel Urine Drug Screen \$74

Non-DOT 5 Panel Urine Drug Screen (Look-Alike DOT Screen) \$74

EZ Screen Instant 7 Panel Drug Screen \$55

Non-DOT 4 Panel Urine Drug Screen (Without THC) \$76

Breath Alcohol Screen \$36

Confirmation Breath Alcohol Screen \$15

After hours Fee Per Hour \$52 (4pm-10pm) \$70 (10pm-6am) - minimum one (1) hour charge

On-site Fee Per Hour \$52

Mileage per mile \$0.70



Alicia Dewey <amdewey@townofclayton.com>

New ambulance allotment

john timmerman <badbella01@gmail.com>
To: Alicia Dewey <amdewey@townofclayton.com>

Tue, Oct 18, 2022 at 8:04 PM

Hi Alicia. We finally had a new ambulance come in that meets our specks and is currently being set to be lettered and etc for TIERS. Can you send us the allotment of \$75,000 made out to TIERS so we are ready when the payment is due?

FORM 6 - SAFETY INSPECTION CHECKLIST

Safety Inspection Checklist

Instructions: Safety inspections are to be completed by authorized personnel on a regular basis. A copy of the completed inspection checklist must then be forwarded to the Risk Manager and shall be maintained for a period of one (1) year. All safety hazards discovered during the inspection must be reported immediately to your Safety Committee representative

Complete portions of Check-List that pertain to area being inspected:

Area Inspected: *Town/Village of Clayton Highway* **Inspector:** *Jim Kenney*

Check Appropriate Box S: satisfactory UN: Unsatisfactory NA: Not Applicable

Building/Structures		Storage Facilities	
FLOORS	<input checked="" type="checkbox"/>	BINS	<input checked="" type="checkbox"/>
ROOFS	<input checked="" type="checkbox"/>	RACKS	<input checked="" type="checkbox"/>
CEILING	<input checked="" type="checkbox"/>	CABINETS	<input checked="" type="checkbox"/>
FENCING	<input checked="" type="checkbox"/>	SHELFS	<input checked="" type="checkbox"/>
WALLS	<input checked="" type="checkbox"/>	CLOSETS	<input checked="" type="checkbox"/>

Physical Layout		Working Surfaces		Structural Openings	
AISLE MARKINGS	<input checked="" type="checkbox"/>	LADDERS	<input checked="" type="checkbox"/>	WINDOWS	<input checked="" type="checkbox"/>
BLIND CORNERS	<input checked="" type="checkbox"/>	FLOORS	<input checked="" type="checkbox"/>	DOORS	<input checked="" type="checkbox"/>
AREA MARKINGS	<input checked="" type="checkbox"/>	PLATFORMS	<input checked="" type="checkbox"/>	STAIRWAYS	<input checked="" type="checkbox"/>
UTILITY COLOR CODING	<input checked="" type="checkbox"/>			FLOOR OPENINGS	<input checked="" type="checkbox"/>
Fire Protection		Housekeeping		Electrical Equipment	
ALARMS/ DETECTORS	<input checked="" type="checkbox"/>	FLOORS	<input checked="" type="checkbox"/>	SWITCHES/ BREAKERS	<input checked="" type="checkbox"/>
FIRE DOORS	<input checked="" type="checkbox"/>	WINDOWS/SCREENS	<input checked="" type="checkbox"/>	OUTLETS	<input checked="" type="checkbox"/>
EXTINGUISHERS	<input checked="" type="checkbox"/>	DOORS	<input checked="" type="checkbox"/>	CABELS	<input checked="" type="checkbox"/>
EXTINGUISHER TRAINING	<input checked="" type="checkbox"/>	RAILING/STEPS	<input checked="" type="checkbox"/>	EXTENSION CORDS	<input checked="" type="checkbox"/>
CLEAR AISLES	<input checked="" type="checkbox"/>	WORK STATIONS	<input checked="" type="checkbox"/>	FIXTURE CORDS	<input checked="" type="checkbox"/>
MARKED EXITS	<input checked="" type="checkbox"/>	WASTE DUST/DIRT	<input checked="" type="checkbox"/>	TEMPORARY WIRING	<input checked="" type="checkbox"/>
EGRESS MAPS	<input checked="" type="checkbox"/>	BATHROOMS/ LOCKERS	<input checked="" type="checkbox"/>	LO/TO TOOLS & PROCEDURES	<input checked="" type="checkbox"/>
EMERGENCY EVACUATION PLANS	<input checked="" type="checkbox"/>	STORAGE	<input checked="" type="checkbox"/>	ELECTRICAL PANEL CLEARANCE	<input checked="" type="checkbox"/>
Janitor Closets		Walkways & Roadways		Personal Service, 1 st Aid	
CHEMICAL STORAGE	<input checked="" type="checkbox"/>	RAMPS	<input checked="" type="checkbox"/>	DRINKING FOUNTAINS	<input checked="" type="checkbox"/>
CHEMICAL LABELS	<input checked="" type="checkbox"/>	SIDEWALKS	<input checked="" type="checkbox"/>	WASH BASINS	<input checked="" type="checkbox"/>
MSDS	<input checked="" type="checkbox"/>	WALKWAYS	<input checked="" type="checkbox"/>	SOAP DISPENSERS	<input checked="" type="checkbox"/>
SPILL CLEAN-UP	<input checked="" type="checkbox"/>	AISLES	<input checked="" type="checkbox"/>	FIRST AID SUPPLIES	<input checked="" type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT	<input checked="" type="checkbox"/>	VEHICLE WAYS	<input checked="" type="checkbox"/>	OSHA POSTER	<input checked="" type="checkbox"/>
Employee Health		Material Handling		Copy Rooms	
NOISE	<input checked="" type="checkbox"/>	DOLLIES	<input checked="" type="checkbox"/>	TONER STORAGE	<input checked="" type="checkbox"/>
LIGHTING	<input checked="" type="checkbox"/>	CARTS	<input checked="" type="checkbox"/>	OVERHEAD STORAGE	<input checked="" type="checkbox"/>
DUST	<input checked="" type="checkbox"/>			SHREDDERS	<input checked="" type="checkbox"/>
VENTILATION	<input checked="" type="checkbox"/>			PAPER CUTTERS	<input checked="" type="checkbox"/>
ERGONOMICS	<input checked="" type="checkbox"/>			PINCH HAZARDS	<input checked="" type="checkbox"/>

Comments or Misc. items: *Aisle and area markings needed through Truck bays and in work areas to designate safe traffic routes. Building floor plan with emergency exits needed.*

Inspectors Signature: *James C. Kenney* **Date/Time:** *3:30 6/7/22*

FORM 6 - SAFETY INSPECTION CHECKLIST

Safety Inspection Checklist

Instructions: Safety inspections are to be completed by authorized personnel on a regular basis. A copy of the completed inspection checklist must then be forwarded to the Risk Manager and shall be maintained for a period of one (1) year. All safety hazards discovered during the inspection must be reported immediately to your Safety Committee representative

Complete portions of Check-List that pertain to area being inspected:

Area Inspected: *Recreation Park Arena + Pool* **Inspector:** *Jim Kenney*

Check Appropriate Box S: satisfactory UN: Unsatisfactory NA: Not Applicable

Building/Structures		Storage Facilities	
FLOORS	✓	BINS	✓
ROOFS	✓	RACKS	✓
CEILING	✓	CABINETS	✓
FENCING	✓	SHELFS	✓
WALLS	✓	CLOSETS	✓

Physical Layout		Working Surfaces		Structural Openings	
AISLE MARKINGS	✓	LADDERS	✓	WINDOWS	✓
BLIND CORNERS	✓	FLOORS	✓	DOORS	✓
AREA MARKINGS	✓	PLATFORMS	✓	STAIRWAYS	✓
UTILITY COLOR CODING	✓			FLOOR OPENINGS	✓

Fire Protection		Housekeeping		Electrical Equipment	
ALARMS/ DETECTORS	✓	FLOORS	✓	SWITCHES/ BREAKERS	✓
FIRE DOORS	✓	WINDOWS/SCREENS	✓	OUTLETS	✓
EXTINGUISHERS	✓	DOORS	✓	CABELS	✓
EXTINGUISHER TRAINING	✓	RAILING/STEPS	✓	EXTENSION CORDS	✓
CLEAR AISLES	✓	WORK STATIONS	✓	FIXTURE CORDS	✓
MARKED EXITS	✓	WASTE DUST/DIRT	✓	TEMPORARY WIRING	✓
EGRESS MAPS	✓	BATHROOMS/ LOCKERS	✓	LO/TO TOOLS & PROCEDURES	✓
EMERGENCY EVACUATION PLANS	✓	STORAGE	✓	ELECTRICAL PANEL CLEARANCE	✓

Janitor Closets		Walkways & Roadways		Personal Service, 1 st Aid	
CHEMICAL STORAGE	MSDS	RAMPS	✓	DRINKING FOUNTAINS	✓
CHEMICAL LABELS	✓	SIDEWALKS	✓	WASH BASINS	✓
MSDS	✓	WALKWAYS	✓	SOAP DISPENSERS	✓
SPILL CLEAN-UP	✓	AISES	✓	FIRST AID SUPPLIES	✓
PERSONAL PROTECTIVE EQUIPMENT	✓	VEHICLE WAYS	✓	OSHA POSTER	✓

Employee Health		Material Handling		Copy Rooms	
NOISE	✓	DOLLIES	✓	TONER STORAGE	
LIGHTING	✓	CARTS	✓	OVERHEAD STORAGE	
DUST	✓			SHREDDERS	
VENTILATION	✓			PAPER CUTTERS	
ERGONOMICS	✓			PINCH HAZARDS	✓

Comments or Misc. items: *Everything found to be in order*

Inspectors Signature: *James C. Kenney*

Date/Time: *1:30 6/9/22*