THE CATHOLIC DIOCESE OF ARLINGTON
St John Bosco
315 N. Main Street
Woodstock, VA 22664

OFFICE OF RISK MANAGEMENT LOSS CONTROL SURVEY
May 15, 2014

BACKGROUND

A loss control survey was conducted on May 6, 2014. The pre walk-through meeting was attended by Jeff Vallimont (Risk Management), along with the parish administrator, and facility manager, Father Michael Dobbins and Bill Hassett, respectively. This report will reflect areas of concern throughout the campus although the recommendations will not be repeated each time the concern is observed. Similar concerns should be considered as having the same recommendation. When the issue is only at a specific location either the recommendation or the picture will indicate the location. Some photos are provided to assist with identifying the hazard, however there will not be a picture each time the hazard occurs. Attempts were made to point out each occurrence to facility staff during the visit.

The Saint John Bosco campus includes seven buildings: the church, offices, RE and hall, the old church, the outreach building, a recently purchased St. Dominic house, and the priest's residence. Other than the church and RE/ hall, all of these buildings are approaching or over 100 years old and are not being used for their original purpose. The church was built in 1972 and remodeled in the late 90's early 2000's. The RE and hall is likely from slightly earlier. The remainder of the buildings are the old church from the 1800's and residential structures. All are late 1800 or early 1900's. This inspection report will focus on life safety and security concerns with a few maintenance (upkeep) items. It is not designed to confirm or negate the integrity of the foundations or other issues inherent to old structures (i.e.-insulation, energy efficiency, electrical capacity, etc.).

Recommendations are placed into three categories: High Priority (highlighted in red), Medium Priority (highlighted in yellow), and Administrative issues (highlighted in blue). Although all items are expected to be addressed, (as noted in the cover letter) the priority designation is designed to assist with planning. Usually, High Priority items require action within 30 days, Medium Priority require 60 days, and Administrative issues are often on-going or require planning, scheduling or budgeting. Because of the extensive nature of some of the observations, some have been marked with an asterisk. Those with an asterisk will be looked into further with the assistance of the construction office to develop appropriate solutions. Therefore, action is not required within the usual timeline.

RECOMMENDATIONS

14-05-01 *Electrical - Unknown. The St. Dominic House electrical system has undergone many changes and additions over the years (similar to the other buildings). The current conditions of these changes should be evaluated by a certified competent electrician. The evaluation of electrical condition should be campus wide. Electrical panels should be evaluated and circuits marked appropriately.

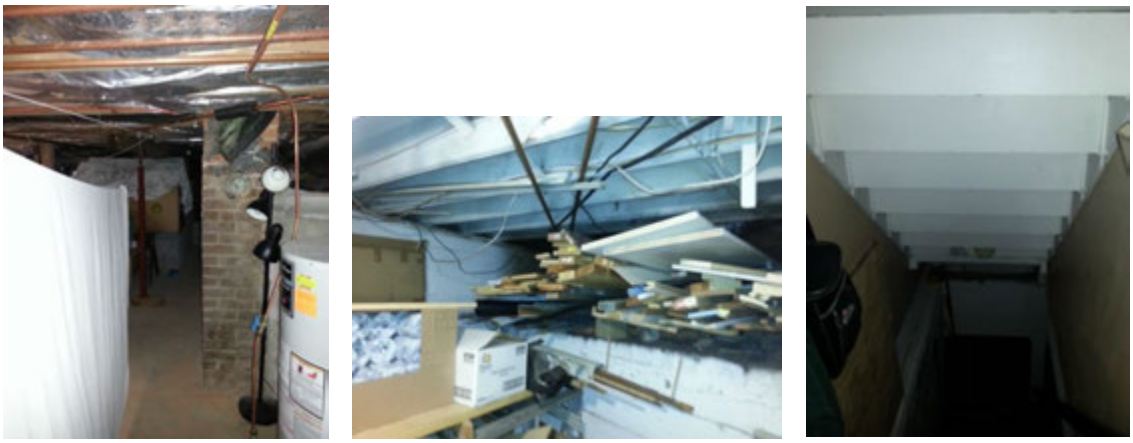

Images of unknown electrical condition

14-05-02 *Electrical - Outdated. Test equipment confirmed power in outdated knob and tube wiring. This wiring is 50 -100 years old. Even properly maintained and not overloaded, the wiring insulation deteriorates over time. The potential of overloading with modern electric demands and materials deteriorating over time, increase the risk of fire. There is additional risk if the “conversion” to conventional wire was done incorrectly. Knob and tube wire should not be used or tied in to at any point. A survey of solutions should be conducted by a competent certified electrician.



Images of knob and tube wiring still in service and other outdated wiring

14-05-03 *Fire - Combustibles. Throughout the campus, there are mechanical rooms and combustibles under occupied space. The majority of these areas have exposed structural and other building components. These unprotected building components will allow fire to spread more quickly. It also contributes to earlier failure of the floor above, limiting egress and adding hazards for the emergency responders. A method to slow the spread of fire should be considered.



Images of expose ceiling floor from mechanical/electrical rooms

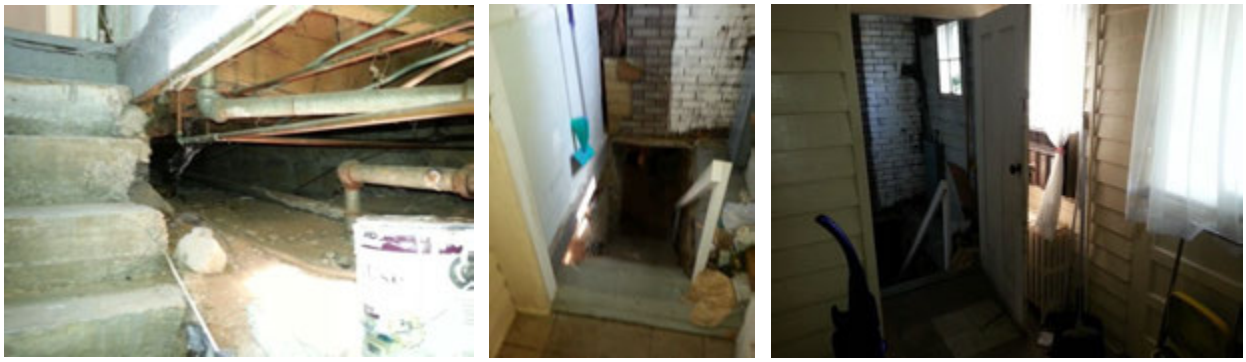
14-05-04 *Fire - Egress. The St. Dominic House is currently used as classroom space for religious education. Both exit doors open swing inward, impeding a quick exit.

14-05-05 *Fire - Combustibles. The St. Dominic House main level classroom has combustible wall coverings on two walls. The walls leading upstairs are also covered in wood. These conditions will speed the spread of fire. Flammable curtains should be removed from the closet and passage doorways.

Images of combustible wood wall coverings in classroom and stairway

14-05-06 *Fire - Breech. A fire rated barrier, needs to be between the mechanical/electrical room (basement) and the floor above which is the classroom. This will also lead to the quick spread of fire to the classroom and the rest of the building.

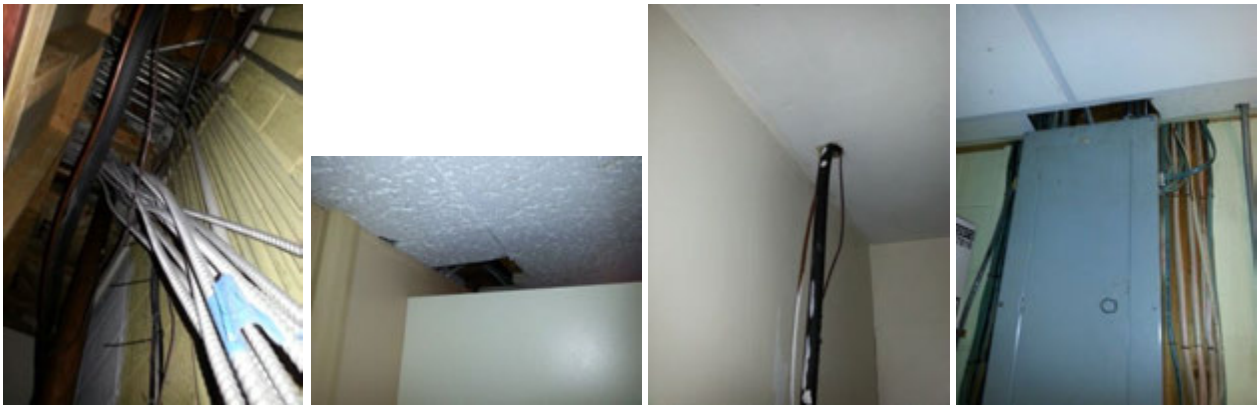
14-05-07 Safety - Steps. The steps leading to the basement are narrow and steep. Safeguards should be in place to limit access. Caution signs to remind user to watch their step should be posted in visible locations.



Images of open fire breech and basement entrance

14-05-08 Safety – Trip Hazard. An abandon oil heater tube is crossing a walk path in the basement. Remove the tubing or clearly mark if it cannot be removed.

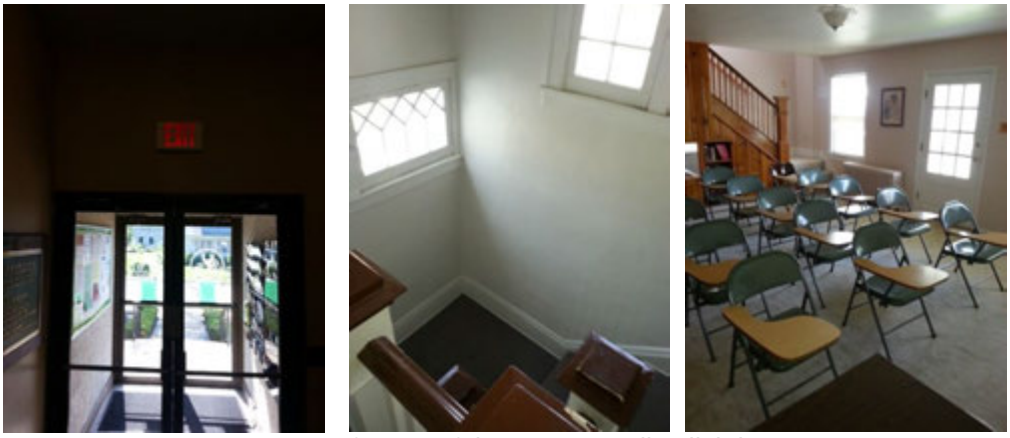
14-05-01 Fire – Breech. Smoke and fire will travel through openings in the walls and ceilings. Ceilings and walls should not have holes or unprotected openings. This may also reduce heating and cooling efficiencies. Repair holes in walls and ceilings throughout the campus. These could be filled with fire rated caulk, sheetrock or other non-combustible material. Replace ceiling tiles where they have been removed.



Images of wall/ceiling breech

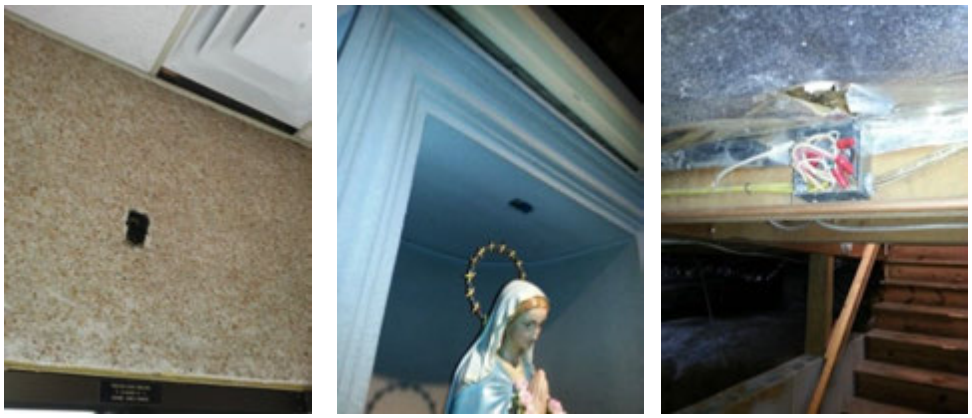
14-05-02 Maintenance – Housekeeping. The storage areas throughout the campus are at capacity. With the lack of fire resistive materials, it is even more important to keep these areas orderly and free of clutter. Clean and organize storage and maintenance areas. Remove items that are no longer needed.

14-05-03 Fire – Emergency Lighting. Stairs, exits and hallways should contain adequate lighting to assist with evacuation during a power outage after dark.



Images of some of the areas needing lighting

14-05-04 Electrical – Cover Plate. Cover plates are missing on electrical boxes. Insure wiring is capped and appropriate plates are on all junction and other electrical boxes.



Images of open junction boxes

14-05-05 Fire – Smoke and CO Detectors. There are areas of the campus that have smoke detectors reaching the end of their life span. Smoke detectors offer additional warning to occupants and should be replaced after ten years. All battery operated smoke detectors should be checked monthly for proper operation and the battery changed annually (unless it has a ten year battery). Available at the home improvement centers are detectors that have the ability to sound if another in the building is sounding (wirelessly interconnected). Carbon Monoxide detectors are required in the Preschool, 1st grade and Kindergarten rooms.

14-03-06 Electrical – GFCI. Ground Fault Circuit Interrupters (GFCI) are required to be installed within six feet of wet locations and when exposed to weather. Include sinks outdoor outlets and other wet locations. This can be accomplished either at the electric panel, or more easily with a GFCI outlet. Insure all wet locations on the campus have the correct outlets to minimize the risk of electrical shock injuries.

Images of some area requiring GFCI

14-05-07 Evacuation Map. The template for maps is solid red for primary egress. A dotted red line is used for secondary egress and the severe weather shelter area are marked in green. Create an evacuation map for areas of assembly (i.e., meeting rooms, RE classes, St Dominic House).

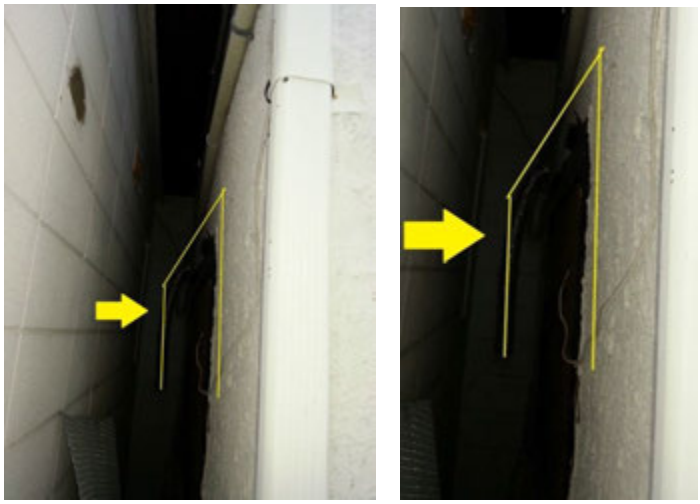
14-05-08 *Maintenance –Exterior Finishes. The passage between the church and office building does not conform to construction best practices. It is a painted plywood structure with 2x4 floor joists. Although there are no issues evident at the time of the inspection, it will require periodic monitoring to remain serviceable. The water is kept off of this area by metal flashing connected on one wall diverting rain to the gutter of the other building. The area also presents areas for nesting of insects and rodents that may find their way into the building.

Images of two buildings connecting

14-05-09 Electrical – Extension Cords. Extension cords should not be used in place of permanent wiring. It appears the cord in the attic is permanently in use.. The garage

also had extension cords in permanent use. Remove all cords when not in use and store properly. All cords for larger power needs must have grounded ends.

14-05-10 Safety – Exterior Finishes. Not obvious at the time of inspection, review of a photo shows evidence of a large hole in the exterior with unknown covering to the interior.



Images of hole in wall

14-05-11 Maintenance - Paint. The paint in the priest's residence is peeling and cracking. It is not clear if this is normal wear or signs of moisture issues. Inspect the cause and address if required before repainting.

Images of paint cracking

14-05-12 Safety - Shelving. The bookshelf in the priest's residence should be secured to the wall. This will reduce the risk of shifting or tipping.

14-05-13 Safety – Ladder. The ladder in the attic is placed over the insulation on the floor and is not at a proper working angle. Ladders should not be stored in a "climbable" position. Remove and store properly if not being used. Inspect ladders prior to each use. They should be rated properly for the intended use and user.

Images of ladder stored improperly

14-05-14 Safety – Trip/Fall. The front porch steps do not have railings which presents a risk of falling. Install railings according to local code and best practices.

14-05-15 Safety – Hazard. There is a metal pipe protruding out of the ground presenting a number of possible injuries. Presumably it is a property marker. Remove or protect with a barrier to reduce the risk of tripping or falling onto. Also, remove the last pieces of the fence behind the priest's residence.

14-05-16 Maintenance - Paint. Doors, windows, sills and other exterior surface have peeling paint and exposed wood. These areas need to be protected from the weather to prevent deterioration and rot. Survey all exterior building surfaces and paint, seal or protect appropriately. Siding, soffit and fascia should also be inspected.

Images of paint peeling

14-05-17 Maintenance - Branches. Trees and other vegetation should not come in contact with the building, especially above the roof line. Survey the property and have all trees and shrubbery trimmed to limit contact the building.

14-05-18 Safety - Hazard. The window at St. Dominic House is broken and covered with cardboard. Remove or replace the window.

14-05-19 Safety - Boiler. Boilers are required by the Commonwealth of Virginia to be inspected every two years. The St. Dominic House has a boiler in the basement with no record of inspection. The diocese has an inspector that provides inspection and

certification at no cost to the parish. Contact Kenneth E. Gerbert, Sr., 540.895.5698 (ph) kenneth.gerbert@cna.com to schedule an inspection.

14-05-20 Safety - Hazard. The vent hood in the kitchen is low enough to present an impact hazard. Without a stove in place the risk of walking into it is increased. Create a barrier or more permanent edge protection.

14-05-21 Safety – Trip/Fall . The walkway to the front of St. Dominic House has a raised water meter and concrete block presenting a trip and fall hazard. Place a warning sign to alert or a barrier to redirect pedestrians around the hazard. Insure proper lighting for safe access and egress from the building.

Images of trip hazard

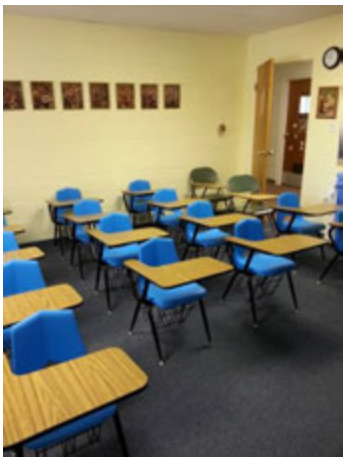
14-05-22 Safety - Playground. A complete playground assessment did not occur. However, it was noted that the age and condition of the playground indicates it is ending its useful safe condition. Loose fasteners were noticed in various areas. The surface finish has cracks, splits and offers many potential for splinters.

14-05-23 Safety - Maintenance. The Hanley Hall electrical closet has reached storage capacity. Remove items not needed. Monitor to prevent clutter and insure combustibles are not stored in this area.

14-05-24 Fire - Egress. Two of the Hanley Hall doors exit to the parking lot side of the building. These doors and the drive areas should be marked to deter blocking the full swing of the doors.

Images of exit from Hanley Hall

14-05-25 Fire - Egress. Classroom doors should have full range of motion. Even though there is another exit from the room. Classroom size and arrangement should be monitored to insure timely exit is always possible. The doors currently need a key to exit. A policy must be in place to have doors unlocked anytime the building is occupied, until the doors can be equipped with push activated panic hardware.




Images of egress issues

14-05-26 Safety - Storage. All storage areas and the kitchen of the old church seem to be cluttered and un-organized. This can lead to many potential injuries. Lifting, bending, slips, trips and falls, along with items falling can all be minimized with neat orderly storage areas. Keep passageways clear of storage. De-clutter and organize all storage areas campus wide. Do not store combustibles near the heat sources (i.e., stove, wall heater, etc.).

14-05-27 Electrical - GFCI. The Knights of Columbus use the original church building for meetings and events. The building has undergone some modifications, including the addition of electricity. The current conditions of these changes should be evaluated by a certified competent electrician. GFCI outlets need to be installed near water sources (within six feet of a water source).

14-05-28 Electrical – Refrigerator. In the old church the kitchen refrigerator has a plug adapter to reduce from three to two prongs. It is plugged into a three prong outlet. Rotate the outlet to accept the cord appropriately. The fridge also has been leaking and forming ice outside on the back. Repair or replace. The hall has three refrigerator/freezers plugged in and running. Consider consolidating items if all are not needed to reduce energy consumption.

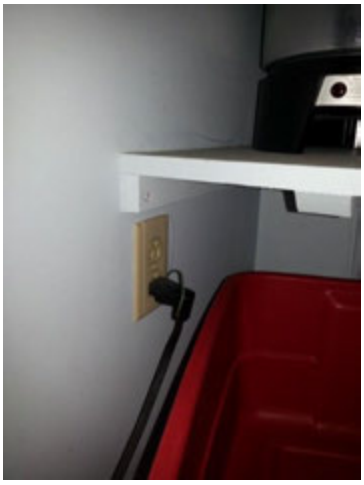


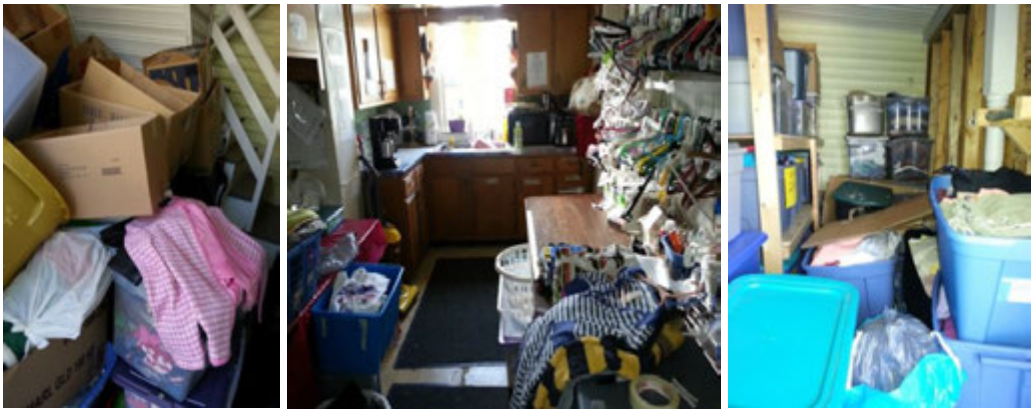
Image of improper wiring

14-05-29 Fire – Emergency Lighting. The old church has exit signs without emergency lighting. Exits and hallways should contain adequate lighting to assist with evacuation during a power outage after dark. Add emergency lighting.

14-05-30 Maintenance – Water Damage/Wood Rot. The threshold to the porch of the outreach building is rotted. The porch floor is untreated and will continue to deteriorate. Assess all exterior finishes to insure adequate protection from the weather.

Image of evidence of water damage and un painted exterior

14-05-31 Safety - Storage. The building content has reached capacity. Although organized and displayed well, many areas of the outreach building seem to be cluttered. This increases not only to the risk of injury, but egress and fire issues also. Storage should be neat and orderly with clear aisle ways leading to the exits. The building is afforded much natural lighting and only occupied during daylight hours. If the hours should change, emergency lighting should be added.



Images of storage issues

14-05-32 Maintenance – Outside storage. There are a number of areas with outside storage that present hazards. Long term storage next to buildings encourages nesting of rodents and insects. Storage of excess items not needed presents injury hazards. Store items neatly and appropriately. Eliminate items no longer needed.

Images of storage issues

GENERAL RECOMMENDATIONS

14-05-33 Roof Inspection. Inspect the roof of all buildings as well as gutters, downspouts and flashing in the late fall and early spring of each year in an effort to lower the possibility of water damage. Where roofs are pitched consideration should be given to having an outside roofing contractor periodically complete this same task. Water damage from faulty roofs, blocked gutters or downspouts and flashing which has pulled away from the building is one of the largest areas of losses to parishes and should be pro-actively addressed.

14-05-34 Awareness Plan. Consideration should be given to providing all staff, faculty and volunteers with:

- Basic training on slip/trip/fall hazards to help ensure that that are not created or eliminated upon identification of such a hazard.
- Safety orientation on any hazardous operations they may be involved with like the use of ladders, scaffolding, electrical equipment, and other items or activities that may be a potential risk exposure.

14-05-35 Hazardous Communication Plan. A Hazardous Communication Plan should be developed for all buildings. Include the enforcement of a flammable liquids storage policy to provide guidance on the safe handling and storage of potentially hazardous materials including use of Safety Data Sheets (SDS).

14-05-36 Certificates of Insurance. Secure certificates of insurance from any and all person(s) providing services and provide a copy of each to the Office of Risk Management. Each general liability policy must include the following: “The Most Rev. Paul S. Loverde, Bishop of the Catholic Diocese of Arlington, VA and his successors in office are named as additional insured for those operations of the named insured.”

In order to improve safety and reduce future losses, please respond to the recommendations within **90 days** of receiving this report. If you would like more information on the report findings, please contact Jeff Vallimont j.vallimont@arlingtondiocese.org or 703-841-2580.

The information contained in this report was obtained from sources, which to the best of the writer's knowledge are authentic and reliable. The Catholic Diocese of Arlington makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.