

Public Schools of Plainfield New Jersey

Department of Facilities & Grounds

Sean B. Sutton, Director
920 Park Avenue
Plainfield, NJ 07060
(908) 731-4356 Fax: (908) 731-4357

MEMORANDUM

TO: PPS Staff

FROM: Sean Sutton, Director

CC: Juan Pinas, Assistant Coordinator
Custodian Firemen/Women
Assistant Custodians
Maintenance
Grounds Crew
Rashon K. Hasan, BA/Interim Superintendent
Mark A. Williams, Assistant Superintendent
Dr. Beth Filippatos, Executive Director of Student Services
Carletta Jones, Human Resources

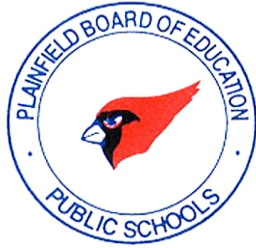
DATE: November 3, 2022

RE: Health & Safety Concerns

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Plainfield Public School is deeply committed to the Health and Safety of all students, staff and stakeholders within our community. The Facilities & Grounds (F&G) Department periodically completes walkthroughs and school site assessments in compliance with the Uniform Fire Code NJAC 5:70-3.1(a), 605.6, OSHA Regulation, NJQSAC Facilities Checklist. The instruction given by the checklist and its guidance is that we focus on the safety requirements of being in compliance with the State of NJ and Federal Government mandates, as it applies to School Facilities Compliance.

As we are well into the 2022-23SY, please follow these steps so that our focus is on the health and safety of all and that we are in compliance this school year.



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1. The painting of ceiling tiles is *not permitted* and has been identified as a fire hazard and violation. Effective immediately, all painted ceiling tiles should be removed and replaced with new ceiling tiles.
2. The use of electrical appliances is *not permitted* in classrooms, offices, etc. This will include but not limited to the following: microwaves, refrigerators, grills, hot plates, air fryers, etc.
3. Candles or other decorations that has to be lighted is not permitted.
4. Decorations, hanging displays and other decorations are not allowed to be hung from fire sprinkler heads, piping, grid, etc.
5. If a ceiling tile has become wet, custodial staff should *replace ceiling tile within (48 hours)* and generate a work order immediately to address the concerned area.
6. Decorations can be used on staff doors and in hallways as long as they do not block out the vision panel of the door and are not blocking entrances or exits.
7. Any outdoor lighting should be UL approved. Facilities & Grounds should be contacted for further discussion.

Electrical Safety –All electrical devices can become hazardous to the staff & students through improper use or maintenance. Electrical cords can become tripping hazards. Halogen lamps or heat lamps can cause burns or fires, if not properly installed away from combustibles in the staff & student classroom. The Life Safety Code prohibits the use of portable electrical space heaters in staff & student areas.

*Any microwaves, refrigerators, freezers, hot plates, air fryers, etc. that have not been approved by either the Board and/or County Superintendent's should be removed no later than November 9, 2022. **Facilities & Grounds will confiscate any and all electrical appliances, if not removed by November 9, 2022.***

We appreciate your anticipated cooperation with the safety procedures that have been shared with you. Thank you in advance, have a great school year & as always Our Children Will Succeed.