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Anne Jorgens
Budget Services Supervisor
WEST HILLS COMMUNITY COLLEGE DISTRICT
9800 Cody St
Coalinga, CA 93210

**RE: SWACC PROPERTY & LIABILITY INSPECTION FOLLOW-UP AUDIT-
COALINGS & LEMOORE CAMPUS**

Dear Anne:

On January 29, 2013, I met with your staff to conduct the SWACC Property and Liability Inspection Follow-up Audit. I would like to thank Shaun Bailey (Director of M & O) at Coalinga and Richard Larsen (Director of Farm -Ag.) and Johnathan (Director of Maintenance) at Lemoore for taking the time out of their busy schedule to walk the campuses with me and assist in gaining access to all the necessary buildings and rooms.

The purpose of the visit was to conduct a follow-up review of the findings in the SWACC Property & Liability Inspection that was conducted in January 2012. The progress toward addressing the priority recommendations noted below were discussed and verified. The High Hazard recommendations for these campuses were reviewed and their statuses observed.

COALINGA CAMPUS

High Priority

IVANS HALL (WOMENS DORM)

1. There is an old electric stove/type appliance with no auto shut off (timer).
(See Photo page #2)

There is no change except the resident students are now using microwave ovens instead of the older stove.)

This older stove needs to be taken out or discontinued. Several times according to sources the stove has been left on presenting a potential fire hazard.

Old stove needs to be disconnected or removed



SPORTS FIELD

High Priority

1. The access covers for the water shut off valve are broken and should be repaired or replaced. The broken covers are currently presenting a serious slip and fall exposure for students or athletic using the field.

No change in the status of the access covers.



PORTERABLES ROOM #21

High Priority

1. Wood access ramp to room #21 was in poor condition and should be replaced to prevent a tripping hazard to staff.

Ramp has been repaired and is good working order.



LEMOORE CAMPUS

CULINARY ARTS ROOM 841

High Priority

1. Food storage racks are not secured to floor presenting a potential problem relating to the racks falling over.

Racks have been secured to floor and wall – (See photo's below)



WATER PONDING AREA – NEW FENCE AREA

High Priority

1. Large opening in ground is not properly protected.

Large opening has had pump installed and is currently improved including fence.

Before



After recommendation has been made



Many other Medium and Low priority hazards that are not mentioned here have been addressed and corrected. Keenan & Associates would like to congratulate you and your staff on the progress made addressing the priority deficiencies identified in the SWACC Inspection.

PROPERTY AND LIABILITY LOSS ANALYSIS

At the time of the Follow-up Audit, there were no new property claim and no new liability claims for the District for this fiscal period.

SUMMARY

In summary, West Hills Community College is doing a good job of keeping High priority items to a minimum. The High priority items found during this last safety inspection have been discussed and most have been corrected. The majority of the Medium priority items were addressed.

The goal of our inspection was to (i) promote safety awareness, (ii) assist in the identification of conditions which may pose a risk of injury and/or property damage, and (iii) provide recommendations and/or suggestions to help mitigate the risks identified. Keenan does not guarantee that it has identified every potentially hazardous condition existing on the Client's premises. Similarly, it does not promise that following the recommendations contained in this report will eliminate all risk of injury or property damage.

Keenan's services are not a substitute for regular, ongoing inspection and maintenance, or any required service that is to be performed by a licensed or certified service professional (e.g., HVAC contractor, electrician, plumber, elevator service personnel, etc.). Please keep in mind that changing circumstances can affect your risk exposures and periodic reassessments of your operational environment are recommended.

If you have any questions concerning the report, please feel free to contact me directly at (916) 859-4900 ext. 4186, at your convenience.

Sincerely,

Jim Beggs

Jim Beggs
Loss Control Consultant
Loss Control/Risk Management

JB/bw

Cc: Kelly Forney, Buckman Mitchell
Steve Bour, Keenan & Associates, San Jose