Inspection Checklist of Off-Campus Instructional Sites (OCISs)

Physical Facilities and Resources

(Three-year Follow-up)

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| --- | --- | --- | --- |
| Site Name: |  | Date: |  |

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| FSCJ OCIS Committee | |
| Charles Johnson (Safety) | Julie Pactor (Library and Learning Commons) |
| Monica Brown (Faculty Senate) | Pete Snell (Information Technology) |
| Jerrett Dumouchel (SACSCOC Liaison) | Rich Turner (Academics) |
| Cameron Fansher (Facilities) | Greg Wurth (Continuing Workforce Education) |
| Angela Nickel (Student Services) | Lisa Ciardulli (Accreditation Coordinator) |

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| Key OCIS Personnel | | | |
| Functional Area | Name | Contact Information | |
| Person Completing Form |  | Phone |  |
| Email |  |
| Principal (if high school) |  | Phone |  |
| Email |  |
| Information Technology |  | Phone |  |
| Email |  |
| Safety and Security |  | Phone |  |
| Email |  |

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| FSCJ Course Numbers Taught on Site | | | |
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| Classroom Resources for Students Taking FSCJ Classes | | | | |
| Do students have access to computers/laptops? | |  | **Do students have access to printers?** |  |
| Specialized learning resources available, if applicable (models, telescopes, lab kits, etc.) | | |  | |
| Other resources and software available pertaining to courses taught | | |  | |
| Additional Notes |  | | | |

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| Library Resources for Students Taking FSCJ courses | | | | |
| Is there a library on-site? | |  | If yes, operating hours |  |
| **Is on-site tutoring available?** | |  | If yes, which subjects? |  |
| Who will assist students with accessing FSCJ library resources? | | | |  |
| Additional Notes |  | | | |

**NOTE:** State and national codes require annual fire and safety inspections by certified officials in all schools. In addition, every school is required to have an emergency response plan. Please complete the next two sections thoroughly.

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| Emergency Response/Security | | |
| Service | Service Provider | Notes |
| Fire/Medical emergency |  |  |
| Fire alarm monitoring |  |  |
| Law enforcement |  |  |
| Security |  |  |
| Additional Notes |  | |

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| Safety Inspections | | |
| Item | Last Inspection  month/day/year | Responsible Party – Must be a licensed entity recognized by AHJ or Florida Statutes. |
| Fire extinguishers |  |  |
| Fire alarm system |  |  |
| Fire sprinklers |  |  |
| Kitchen Exhaust Hoods |  |  |
| Last fire drill |  |  |
| Additional Notes |  | |

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| Student Support Services | |
| Who will make students aware of, and assist with, the following services? | |
| Advising |  |
| Disability Services |  |
| Non-Academic Concerns |  |

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| **Adequacy of Off-Campus Instructional Site**  ***To be used by the FSCJ Off-Campus Site Committee Members*** | |
| **Area** | **Approved or Comments/Concerns** |
| Classroom Resources (PS/RT) |  |
| Library Resources (JP) |  |
| Emergency Resources (CJ) |  |
| Safety Resources (CJ) |  |
| Student Services (AN) |  |