

## Safe Steps to Classroom Set-up

1. **Start early.** Allow enough time to set up your classroom. Avoid rushing and unpacking everything at the last minute.
2. **Use good body mechanics.**
  - Try to avoid bending at the waist for long periods of time. Set items on tables rather than on the floor whenever possible.
  - Avoid twisting, especially while lifting or lowering heavy objects.
  - Lift and lower loads with your legs while keeping your back straight.
  - Use stepladders to avoid reaching overhead for heavy items.
3. **Utilize safe practices when handling boxes.**
  - Get help. Use carts, chairs, or dollies to move heavy items.
  - Don't carry overloaded boxes. Use smaller boxes or carry fewer items at one time if possible.
  - Keep the load close.
4. **Use a stepladder – not a chair or stool.** Never use a chair, desk, or stool to stand on during classroom setup.
5. **Refrain from over-decorating.** Take care to not over-decorate the classroom's walls. The permissible amount shall not exceed 10% of the wall space. Don't hang items from ceilings, which can interfere with fire sprinklers.
6. **Do not cover doors, windows, or utilities.** Refrain from covering or hiding doors, windows, electrical switches, panelboards, fire alarms, gas shutoffs, fire extinguishers, or other important equipment.
7. **Keep aisles and exits clear.** Clear these areas for safe and quick egress and to avoid trip hazards.



CCR Title 19, Sections 3.08 and 3.14 CCR Title 24, Part 9, Section 807.1.2