

**Inspection Checklist of Off-Campus Instructional Sites (OCISs)
Physical Facilities and Resources
(Three-year Follow-up)**

Site Name: _____ **Date:** _____

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)

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	
Facilities Maintenance		Phone	
		Email	

FSCJ Course Numbers Taught on Site			

Classroom Resources for Students Taking FSCJ Classes	
Classroom resources/learning materials available pertaining to courses taught (models, maps, telescopes, etc.)	
Additional Notes	

IT/Lab Resources for Students Taking FSCJ Classes			
Number of computers available		Number of printers available	
Other lab resources and software available pertaining to courses taught			
Additional Notes			

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.

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

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		

Student Support Services	
Who will make students aware of, and assist with, the following services?	
Advising	
Disability Services	
Financial Aid (for college)	
Non-Academic Concerns	

Adequacy of Off-Campus Instructional Site <i>To be used by the FSCJ Off-Campus Site Committee Members</i>	
Area	Approved or Comments/Concerns
Classroom Resources (RT)	
IT/Lab Resources (PS)	
Library (JP)	
Security & Safety (CJ)	
Student Services (AN)	
Facilities (CF)	
General Concerns (all)	