



October 1, 2020

Ms. Terry Cobos  
Director, General Services  
**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
255 W. Stanley Avenue, Suite 150  
Ventura, CA 93001

**RE: SWACC PROPERTY & LIABILITY ASSESSMENT FOLLOW-UP AUDIT**

Dear Ms. Cobos:

Enclosed is the report for the SWACC Property & Liability Inspection Follow-up Audit conducted for the District on September 18, 2020. The purpose of the Follow-up Audit is to review the progress made in addressing the priority recommendations listed in the SWACC Property & Liability Inspection conducted on January 27-31, 2020. The Follow-up Audit was conducted in accordance with the SWACC safety inspection policy.

It has been a pleasure to be of service to the District in the area of Loss Control/Risk Management, and to assist you with providing a safe environment for students and the general public. If you have any questions concerning this report, kindly contact me directly at (310) 212-0363, extension 2643.

Sincerely,

*Iris Penales*

Iris Penales  
Consultant  
Loss Control/Risk Management

IP/cb

cc: Craig Farmer, Attorney, Farmer Smith and Lane LLP  
David El Fattal, Vice Chancellor, Business and Administrative Services, Ventura County CCD  
Susan Langston, Keenan & Associates, Torrance  
Brad Keenan, Keenan & Associates, Torrance

## **I. INTRODUCTION**

On September 18, 2020, Keenan & Associates conducted a Property & Liability Inspection Follow-up Audit for the Ventura County Community College District located in Ventura County, California. The purpose of the Inspection Follow-up Audit is to review all of the priority recommendations listed in the previous SWACC Property & Liability Inspection and to note any progress made in addressing or correcting those priority issues. Iris Penales, Consultant, conducted the inspection and Clare Brooks, Project Coordinator, processed the Follow-up Audit report.

## **II. LIMITATIONS**

The goal of Keenan's inspection services is to (i) assist the client in evaluating its self-audit procedures, (ii) facilitate 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.

## **III. SITES AND AREAS AUDITED**

The following areas were inspected at the sites listed below:

- Ventura County Community College Dist.
  - MOORPARK COMMUNITY COLLEGE
    - | P-Lot PS (Parking Structure) Top Level Near Elevators | Stadium Home Side Back Row Bleachers
  - VENTURA COMMUNITY COLLEGE
    - | C-1 Bldg. Athletics Training Room | Parking Lot V | Tri-Valley Girls Softball Field (for Lease) | WAM Bldg. Auto Technology Yard

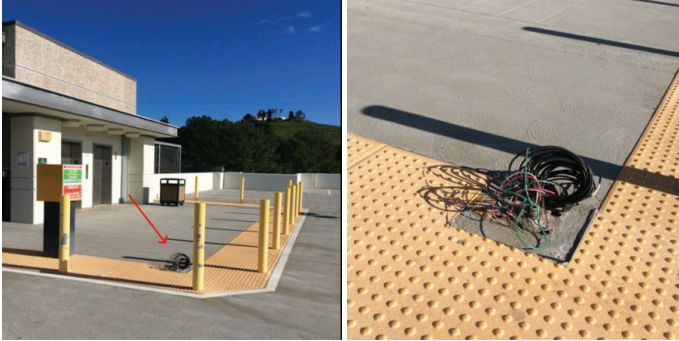
#### IV. IMMEDIATE/HIGH PRIORITY RECOMMENDATIONS AUDITED

##### INITIAL FINDING

**Location:** Ventura County Community College Dist. - MOORPARK COMMUNITY COLLEGE - P-Lot PS (Parking Structure) Top Level Near Elevators

**Priority:** High

**Description:** The cables from a removed call box were left behind and may present a trip hazard and/or electrical hazard. Consider removing the cables to reduce the hazard. Note: This was reported to the Maintenance Department. As a temporary measure, a traffic cone was placed on top of the cables.



##### AUDIT FINDING

**Status:** Closed

**Close Note:** On each level, the cables were covered. A yellow plastic post was installed for greater visibility.

**Close Date:** Fri Sep 18 2020



##### INITIAL FINDING

**Location:** Ventura County Community College Dist. - MOORPARK COMMUNITY COLLEGE - Stadium Home Side Back Row Bleachers

**Priority:** High

**Description:** Near the top row of the stadium home bleachers, a back rest is missing, leaving behind two metal posts. The metal posts may present a hazard to visitors. Consider installing a back rest or remove the metal posts.



AUDIT FINDING

**Status:** Closed

**Close Note:** A back rest installed.

**Close Date:** Fri Sep 18 2020



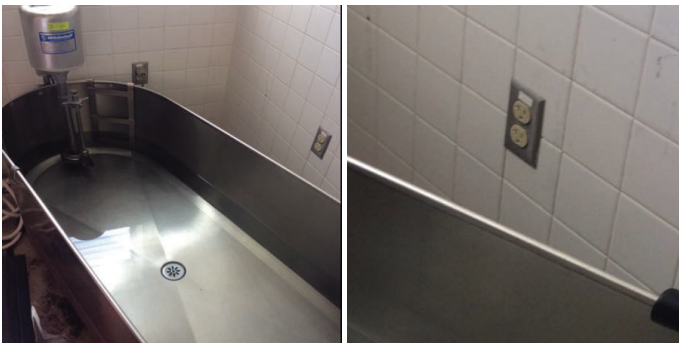
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INITIAL FINDING

**Location:** Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - C-1 Bldg. Athletics Training Room

**Priority:** High

**Description:** Electric outlets that are located within 6' of sinks should be connected to a ground fault circuit interrupter (GFCI). Consider installing outlets higher than the height of the bath tubs.



AUDIT FINDING

**Status:** Open

**Action Notes:** At the time of the audit, we were unable to access this room. The room was tested for hazardous gases due to earlier staff complaint. Martin Navarro is working with the electrician to install a GFCI for the electrical outlet.

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INITIAL FINDING

**Location:** Ventura County Community College Dist. - VENTURA COMMUNITY COLLEGE - Parking Lot V

**Priority:** High

**Description:** There is potential for an individual to fall off these platforms. Edge protection (i.e., guardrails) should be provided to reduce this fall hazard.