

Self-Certification of Safety Deficiencies using Principals Corner

School principals can certify completed OEHS safety deficiencies using their single sign-on (SSO) and Principal's Corner. This guide will provide you with an overview of how to use Principal's Corner however; if you still have questions you can call OEHS at (213) 241-3199.

- 1) Enter **www.laschools.org** in your web browser and click on the **Principals Corner** link. This link can be found in the "Facilities Reports" section on the right-hand column of the page.

The screenshot shows a web browser window at laschools.org/new-site/. The page title is "FSD Bond Program". The main content area contains text about the LAUSD's voter-approved Bond Program and a list of bullet points. On the right side, there is a "Facilities Reports" menu with several links: "Facilities Reports", "Bond Oversight Committee Reports", "Strategic Execution Plans", "Facilities Key Facts", "Seismic Safety of School Buildings", "Portable Building Removal List", "Principal's Corner" (highlighted with a red box and a red arrow pointing to it), and "Then & Now" Digital Photo Book. Below the menu is a "Quick Links" section.

- 2) Search for your school using your schools name, location code or cost center. There may be multiple results for your location (Magnet, Dual Language Academy, STEM Etc.) however, safety deficiencies are reported under the main campus. Click on the "Select" button by the main campus name.

Facilities Information About a School

Your school search will yield the following:

- M&O Service Calls, School Year Built, School Complex Manager, School Location Code

The screenshot shows a search bar with the text "Enter school name, school code or cost center." and the word "Santana" entered. A red arrow points to the search bar with the text "Type Here". To the right of the search bar is a "Search" button. Below the search bar, it says "2 Schools Found:". The first result is "Santana Arts Academy" with location code "7404 / 0001740401" and address "9301 N COLUMBUS AVE • NORTH HILLS, CA 91343". A red arrow points to a "Select" button next to this result. The second result is "Santana Art Ac DLC Sp" with location code "2837 / 0001740402" and address "9301 COLUMBUS AVE • NORTH HILLS, CA 91343". A "Select" button is also visible next to this result.

- From “About my School | Principal’s Corner”, click on the **OEHS Deficiency Data** link from the “Resources” section on the left-hand column towards the bottom of the page.

- By default, the “Open Deficiencies” page, which contains all deficiencies that require corrective action, will open. You can sort the listed deficiencies by clicking on the arrows below the headers. (See “Sort By” fields below). You can also change the number of records to display. Once you are ready to certify deficiencies, click on “Login” at the top of the page to enter your single sign-on.

Deficiency ID	Priority	Created Date	Due Date	Responsible Party	Area	Corrective Action	Comments
						Repair/replace damaged or missing	Repair/replace damaged or missing

- 5) After you log on, a new column “Certify Completion” will display. **Remember to certify deficiencies only after they have been corrected per the corrective action instructions. If a service call has been placed, but the issue has not been resolved yet, do not certify.** For each deficiency that has been corrected, click on the “Certify” button as shown below. Once certified, the safety deficiency will be moved to “Certified Deficiencies”. You may view certified deficiencies by clicking on “Certified Deficiencies” in the “OEHS Links” drop down menu

2 ≥ 20 ▾

	Corrective Action	Comments	Certify Completion
	Ensure all areas within the school have adequate indoor lighting. If necessary, place a service call to the Maintenance and Operations Service Call Unit at (213) 745-1600.	Facilities and Equipment Maintenance Lighting - Indoor	<div style="display: flex; align-items: center;"> Click Here <div style="border: 2px solid red; padding: 2px;">Certify</div> </div>
JND DG	Ensure mechanical ventilation systems supply at least fifteen cubic feet of outside air per minute per occupant. Windows/doors shall be open or ventilation must run continuously during occupancy. Thermostats should be set to ?fan on? position for continuous ventilation.	Indoor Environment - Ventilation - Adequate	Certify

- 6) The deficiencies data page also contains other useful links and resources that include
- A. OEHS Links – dropdown menu that contains links to:
 - i. The LAUSD OEHS Homepage
 - ii. Drinking Water Quality Data
 - iii. Open Deficiencies
 - iv. Certified Deficiencies
 - B. Download Data – Allows you to download deficiency data as a CSV file that can be opened and edited using excel.