



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 4730.1B

NAPS

5 Nov 25

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 4730.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: ZONE INSPECTION PROGRAM

Ref: (a) OPNAVINST 3120.32D
(b) OPNAVINST 5100.23H
(c) CNICINST 11000.3A

Encl: (1) Naps Zone Inspection Zones
(2) Zone Inspection Checklist
(3) Zone Inspection Discrepancy Form
(4) Results of Zone Inspection

1. Purpose. To set forth procedures and standards governing zone inspections of offices, command common areas and storage rooms, thereby ensuring proper upkeep, cleanliness, and adherence to established safety precautions.

2. Cancellation. NAPSINST 4730.1A

3. General. Zone inspections will be conducted by the Executive Officer or his designee. Zone reviews will be conducted weekly by the Command Services Department (CSD) LCPO or LPO. All command spaces are divided into eight distinct zones to ensure comprehensive coverage. Upon completion of each review or inspection, the Executive Officer and all recorders will compile and report their findings and discrepancies to the zone owner for review and corrective action. These findings will also be submitted to the Command Services Department Head, Command Senior/Master Chief, Executive Officer, and Commanding Officer for review. The Executive Officer will provide the Commanding Officer with the final results of all zone inspections.

4. Schedule. Zone Inspection shall be conducted by the Executive Officer on the first Tuesday of each month and in accordance with Enclosure (1).

5. Responsibilities

a. Executive Officer (XO)

(1) Be overall responsible for the command's zone inspection program.

(2) Ensure the Commanding Officer is debriefed at the completion of the zone inspection by the CSD/1st LT LCPO or LPO.

(3) Ensure corrective action has been taken on all discrepancies in a timely manner.

b. Facilities Manager

(1) Maintain a zone inspection file that contains uncorrected Zone Inspection Reports, the current inspection schedule, this instruction, and the previous two cycles of completed Zone Inspection Reports. Be prepared to discuss known facility conditions/discrepancies.

(2) Ensure all spaces, lockers, stowage rooms, cabinets, and drawers are unlocked or accessible and ready for inspection.

(3) Take corrective actions on deficiencies noted in the Zone Inspection Report.

(4) Coordinate with Naval Station Newport Public Works Department to ensure all identified discrepancies are tracked, corrected, and verified through completion.

(5) Ensure training is provided to all zone owners, reviewers, and inspectors on proper inspection procedures prior to the execution of the zone inspection.

(6) Review prior inspection reports and ensure noted discrepancies have been corrected/addressed.

c. Safety Officer

(1) Read and understand 5100.23H, Chapter 9 to ensure command is in compliance with OPNAV regulations.

(2) Ensure all new safety discrepancies are reported/addressed within 24 hours of the zone inspection.

(3) Review all Zone Inspection Reports for safety violations and ensure action to expeditiously correct identified safety discrepancies.

d. CSD/1st LT LCPO OR LPO

(1) Shall be responsible for conducting a thorough review of at least 10 spaces of the zone identified for that week.

(2) While reviewing spaces, take meaningful notes paying particular attention to discrepancies involving safety violations, serviceability, or appearance.

(3) Each space shall be inspected for cleanliness and adherence to the standards set forth in this instruction. One of the following grades will be assigned to each space inspected: Outstanding, Satisfactory, or Unsatisfactory.

(4) HAZMAT, safety violations, gear adrift with a potential of either equipment damage or personally safety hazard, electrical violations, and any obvious neglect of the space by assigned occupant/space owner will all constitute an automatic space failure and a grade of unsatisfactory until the violation is fixed or removed.

(5) Serve as a recorder during Executive Officer Zone inspections.

e. Zone Manager

(1) Maintain assigned spaces in a high state of cleanliness and functionality. Inform NAPS 1st LT of any discrepancies and track the resolution of said discrepancies through successful resolution. Inform 1st LT of any discrepancies that require resourcing solutions or purchases.

6. Guidelines. All command individuals, military or civilian shall abide by the following standards:

a. Offices/Classrooms

(1) Office cleanliness is the responsibility of the occupant. Classroom cleanliness is the responsibility of students in general and the Duty Platoon specifically. Offices/classrooms shall be clean, free from clutter and dust and exhibit an organized professional appearance. M/Cs and C/Cs shall meet the cleanliness standards set forth by this instruction and all governing instructions.

(a) Trash shall be emptied at the conclusion of each class if the trash receptacle is full. Classroom trash receptacles and any trash in the 3rd deck break room will be emptied by the duty platoon at the conclusion of the day and brought to the dumpsters.

(b) Classrooms will be vacuumed by duty platoon before being released on liberty or at any point when directed to do so by the CDO.

(c) M/Cs and C/Cs will ensure desks and all items in the classroom (to include white board markers, books, staplers, rulers, erasers and any other loose items) are orderly before exiting the classroom.

(d) M/Cs and C/Cs will ensure the 3rd deck break room is neat and orderly at the conclusion of the academic day.

(2) Decorating/personalizing of offices will be done in good taste. Anything profane, obscene, and/or suggestive in nature is prohibited.

(3) Hanging of pictures or posters shall only be done using command-approved adhesive materials or designated wall hardware, and space owners who wish to have a photo placed on the wall must submit a request through the 1st LT LCPO or LPO. The use of nails, screws, or any adhesive materials that could damage the walls is strictly prohibited, and all installations must comply with these guidelines to ensure proper care and preservation of command spaces.

b. Common Spaces

(1) It is the responsibility of all command individuals to respect and maintain the cleanliness of common spaces. The following are examples of common spaces:

- (a) Break room
- (b) Male/female heads
- (c) Conference rooms
- (d) Entryways and passageways
- (e) Gyms

(2) Common spaces will not be used for storing of personal gear.

(3) Depositing of bulk personal trash in common areas is prohibited.

(4) Hanging of pictures or informational posters must be approved by the command.

(5) Refrigerators and microwaves will be plugged directly into electrical wall sockets. Plugging into power strips is a safety violation and is prohibited.

c. Storage Rooms

(1) It is the responsibility of the storage room owner to keep the space clean, organized and free of established safety violations.

(2) No items shall be stowed within 36 inches of any electrical breaker box.

d. Hazardous Material

(1) All liquids and substances classified as a hazardous material shall be stored in the approved command hazmat locker. It is strictly prohibited to store hazardous materials in offices or storage rooms.

(2) All Safety Data Sheets (SDS) available for all hazardous material on hand as well as a current inventory list with space numbers.

(3) All containers labeled and legible.

e. Building and Grounds

(1) The outer buildings and ground spaces will not be a part of zoned spaces. Inspection of these areas will be a daily function of all CDOs.

(2) The CDO will ensure that all walkways have proper lighting, are free from rubbish, and are free from trip hazards.

(3) The CDO will ensure all ladderwells have secure handrails and are in good working condition, i.e., no broken or loose steps.

7. Deficiency Corrections. On the Monday following a zone review, the CSD/1st LT LCPO will debrief the CO. The Facilities Manager will consolidate any enclosure (3) sheets with annotated corrective actions to the CO via the XO. It is the occupant/space owners' responsibility to correct all deficiencies, obtain XO initials verifying corrective actions were taken and completed, and then return the inspection form to the Facilities Manager.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 52 10.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Executive Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



T. E. CLARITY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/> and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.html

NAPS ZONE INSPECTION ZONES

NAPS spaces are organized into eight inspection zones. Each zone shall be inspected in accordance with the established inspection schedule.

October: Zone 1- B-440, Perry Hall, ground floor staff/faculty/athletic spaces POC: CSD LCPO

November: Zone 2- B-440, Perry Hall, ground floor academic spaces (labs); floor 1 POC: Dean

December: Zone 3- B-440, Perry Hall, floor 3 POC: Dean

January: Zone 4- B-1801, Kay Hall, annex & weight room POC: Athletic Director

February: Zone 5- B-302, Gymnasium & Athletic Dept spaces POC: Athletic Director

March: Zone 6- B-1372, Ripley Hall, 1st deck POC: 1st Company Officer

April: Zone 7- B-1372, Ripley Hall, 2nd deck POC: 2nd Company Officer

May: Zone 8- B-1372, Ripley Hall, 3rd deck POC: 3rd Company Officer

NAPS ZONE INSPECTION CHECKLIST

All spaces should be inspected from the guidelines set through #1-#4. Guidelines from #5-#9 should correlate to the type of space you are inspecting.

1. Fire Protection

- a. Is there clear access to all fire extinguishers?
- b. Are all extinguishers marked for use on class A, B, or C fires?
- c. Are all sprinklers unbroken and free from corrosion or dust build-up? (Do not attempt to fix or touch sprinklers during inspection.)

2. Electrical Safety

- a. Frayed or spliced cords?
- b. Broken, loose, or missing receptacles or light switch covers?
- c. Extension cords being used in place of fixed wiring?
- d. Unauthorized electrical appliances in use (space heaters or cooking devices)?

3. General Safety/Functionality

- a. Any observed unsafe practices or material condition?
- b. Are all lights fully operable and at sufficient intensity?
- c. Are doors complete and fully operable?
- d. Is all furniture present fully functional and consistent in presentation (i.e., matching)?
- e. Restricted areas properly marked, i.e., High Voltage, Authorized Personnel Only, etc.?
- f. Are window screens (if installed) free from rips or tears?
- g. Non-exit door signs posted?

4. Floors, Aisles, and Bulkheads

- a. Free of tripping and slipping hazards?
- b. Equipment not stored in aisles?

- c. Surfaces free of holes and/or broken tiles?
- d. Ripped, worn, wrinkled, or torn carpeting?
- e. Cracks or discolorations in walls?
- f. Leaks or holes in ceiling?

5. Common Areas

- a. Toilets, urinals, and showers clean?
- b. Drinking fountains or water coolers clean?
- c. Waste containers provided and surfaces kept clean?
- d. No excessive waste in the waste containers?
- e. Toilet paper and towels provided in common area heads?
- f. Refrigerators clean and regularly defrosted?
- g. No opened food containers in refrigerators?
- h. Coffee mess areas clean and authorized for use posted?
- i. No contents other than food in refrigerators?
- j. Running water: works promptly and is clean?
- k. Is there any gear adrift?

6. Storage Spaces/Equipment Rooms

- a. Tools, equipment, parts, and materials neatly stored?
- b. Fire lanes maintained and free of obstacles in storage rooms?
- c. Flammables not being stored in general storage unless in an approved flammable storage locker?
- d. Is oil or grease dripping from any generator or electrical equipment?
- e. Area under generators clean?

f. Mechanical safety guards provided and in proper position on any electrical/mechanical equipment?

g. Energized parts of switch and fuse boxes enclosed to prevent electrical shock?

h. Proper identification and/or warning signs in plain view of the electrical/mechanical equipment?

i. Power panels are not blocked from access by storage, furniture, etc.?

7. Office Spaces

a. Is the office free of trip hazards?

b. Are filing cabinets and desk drawers kept closed?

c. Are there any unauthorized coffee messes or cooking equipment, (if authorized is the chit posted)?

d. Are there sufficient electrical outlets for office machines?

e. Are the electrical outlets covered and in good working condition?

f. Lighting works and is adequate for the space?

g. Is the lighting properly covered, and is the covering free from cracks?

h. Is the flooring intact (no missing or damaged tiles, dirty or torn carpeting)?

i. Is the office overall clean and sanitary?

[illegible]

From: Facilities Manager, Naval Academy Preparatory School
To: Commanding Officer, Naval Academy Preparatory School
Via: (1) Executive Officer, Naval Academy Preparatory School
(2) Command Senior/Master Chief, Naval Academy Preparatory School

Subj: RESULTS OF ZONE INSPECTION OF ZONE #

Encl: (1) Naps Zone Inspection Form

1. An inspection of Zone # was conducted on (insert date). The Zone Inspection discrepancy forms are attached for your review.
2. The next scheduled zone inspection will be conducted the week of (insert date) for Zone #.

FACILITIES MANAGER