



## DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL  
197 ELLIOT STREET, WING ONE  
NEWPORT, RI 02841-1519

NAPSINST 4730.1  
00  
29 Nov 2012

### NAPS INSTRUCTION 4730.1

From: Commanding Officer, Naval Academy Preparatory School

Subj: ZONE INSPECTION

Encl: (1) Zone Inspection Form - Office Space  
(2) Zone Inspection Form - Common Space  
(3) Zone Inspection Form - Storage Room

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. General. Zone inspections shall be conducted by the Executive Officer or an appointed inspecting officer.

3. Schedule. The inspection will be scheduled by the Executive Officer.

4. Action.

a. Inspecting Officer. Shall be responsible for conducting a thorough inspection of all spaces identified by the Executive Officer.

1) While inspecting, take meaningful notes using proper zone inspection forms, enclosure (1), (2) or (3), on the condition of spaces, paying particular attention to discrepancies involving safety violations.

2) 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.

3) Hazmat and electrical violations constitute automatic space failure and a grade of unsatisfactory until the violation is fixed or removed.

5. Guidelines. All command members, military and civilian, shall abide by the following standards:

a. Offices.

1) Office cleanliness is the responsibility of the occupant. Offices shall be clean, free from clutter and dust and exhibit an organized professional appearance.

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 will be done using command approved adhesive material or wall hardware. Hammering of nails, use of screws or adhesive material that would damage the wall is prohibited.

4) Use of cooking appliances outside of designated common areas is prohibited. Examples of prohibited items include but are not limited to:

- Microwaves
- Toaster ovens
- Coffee makers
- Blenders
- Hot Plates
- Portable grills

5) Personal refrigerators are prohibited.

6) Maximum of two power strips may be used per standard wall outlet. Plugging power strips into another power strip (daisy chaining) is strictly prohibited.

b. Common Spaces.

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

- Break room
- Copier/Print room
- Male/Female heads

29 Nov 2012

- Conference rooms
- Entryways and passageways

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

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

4) Pictures or informational posters will only be hung on bulletin boards.

5) Refrigerators and microwaves will be plugged directly into electrical wall sockets. Plugging into power strips is a safety violation and 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 will be stowed within 36 inches of any electrical breaker box.

d. Hazmat.

1) All substances classified as a hazardous material shall be stored in an approved hazmat locker. Storage of hazardous materials in offices or storage rooms is strictly prohibited.

6. Deficiency Corrections. Upon completion of a space inspection, the inspecting officer will provide the occupant or space owner with the inspecting form if deficiencies were found. It is the occupant or space owners' responsibility to correct all deficiencies, obtain department head initials verifying corrective actions were taken and completed, and then return the inspection form to the inspecting officer.

  
J. J. CUNHA





