

BUILDING AND GROUNDS MAINTENANCE

At least one custodian shall be on duty at the school at any time the building is open for school or public use. The building shall be checked and looked by the custodian on duty after the building has been emptied of people.

Custodians shall be responsible for maintaining safe and sanitary school premises at all times. They shall continually observe and correct potentially dangerous conditions on or about the school premises. In the event a potentially dangerous condition cannot be corrected by the custodian, he shall notify the Superintendent immediately.

Custodians shall be responsible for maintaining the proper heat and ventilation for the school building. The heating and ventilation of various parts of the building shall be checked periodically each school day, particularly during inclement weather. The furnace shall be inspected for safety daily while it is in operation including holidays and school vacation periods.

Grounds will be kept clear of debris or anything that might injure or would endanger the children. They will be kept as attractive as possible.

A maintenance schedule will be prepared and followed by the custodians of the school, particularly relating to the mechanical systems of the building

.

Requests for improvements are made by requisition to the central administration offices.

In the absence of policy or direction by the Board of Education, the Superintendent will assume the authority necessary to deal effectively with emergency repairs, which action shall be subject to later consideration by the Board.

Adopted: 6/17/80