

3130 MAINTENANCE AND OPERATION OF PLANT

An effective educational program requires clean, healthful, safe, business-like and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the building engineer and other custodial staff must receive the cooperation of the pupils, the teachers, and the principal.

The principal's responsibility is one of direction and supervision. Each custodian must have a daily work schedule in order to accomplish his/her part of the overall task. He/she must be given directions on how to perform the various duties assigned to him/her. The principal may supervise and check to ensure that all custodians are doing their share of the work to the best of their ability and report any discrepancies to the Supervisor of Operations & Inventory.

A factual report by the principal on the performance and conduct of the building engineer will be made to the Supervisor of Operations & Inventory semi-annually. Areas of safety in the operation of a physical facility that must be addressed by the maintenance and custodial staff (with the assistance of all staff members in the building) are as follows:

1. The accumulation of materials which can cause fires or can add fuel to a fire must be eliminated wherever possible.
2. Quantities of paper should not be accumulated in other than the central storage area.
3. Stage and auditorium areas are to be kept free of debris. Stage managers have "standing" instructions to discard anything not part of regular stage equipment within twenty-four (24) hours after a performance is completed.
4. Walkways must be kept clear of snow and safe for pedestrian traffic at all times. Frequent checks for slippery conditions during the thawing weather are vital. Non skid materials shall be used as required.
5. Fire alarms are to be set off and checked daily by the building engineer or his/her staff, before or after the regular school day. A different station is to be checked each day to ensure that all fire stations and alarms are in operation.
6. Fire extinguishers are to be checked frequently and kept in perfect order. They must also be checked annually by the State Fire Marshal and certified as to their readiness.
7. A complete fire drill and exit program must be worked out by the school principal. Practice fire drills must be held frequently enough so that all pupils know where they must exit and the route they must take to prevent confusion. Each classroom shall contain a fire drill instruction chart mounted in a conspicuous manner by the classroom door. Each teacher shall be responsible for the exit of his/her class at the time on an alarm.
8. All exit lights must be on when the school building is occupied.
9. Combustible liquids must be kept only by the engineer in a storage area specified for "combustible liquids" and in a safety approved container only.
10. Lighted candles or any other form of open flame, other than bunsen burners or acetylene torches in a controlled classroom situation, are strictly forbidden.

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