

**Administrative Procedures for Policy #1500 (Administration)  
Regarding Safety and Health Program  
Inspections, Repairs, and Environmental Testing**

I. Definitions

- A. Environmental Testing – Testing usually requiring specialized equipment and in some cases lab analysis which is performed to address either a confirmed or suspected condition that could possibly affect the health or safety of individuals occupying Calvert County Public Schools (CCPS) facilities

II. Inspections

- A. For the purpose of operating safe, efficient, and healthy schools, CCPS will perform various types of inspections on its facilities, systemic systems, and equipment.
- B. The Director of School Facilities or designee will ensure inspections are performed on a regularly scheduled basis or in response to a concern expressed by a student, employee, or community member.
1. The Director of School Facilities or designee will develop and maintain a schedule of regular inspections of facilities, systemic systems, and equipment.
  2. Inspections, including but not limited to indoor air quality, 6-month asbestos monitoring, and 6-month roof inspections, will be performed by CCPS employees.
  3. Inspections, including but not limited to integrated pest management, boilers, in-ground fuel tanks, school safety assessments, and 3-year asbestos monitoring, will be performed through contracted services.
  4. The Director of School Facilities will coordinate and/or cooperate with inspections performed by governing agencies including the Calvert County Health Department, State Fire Marshal's Office, Maryland Public School Construction Program, MABE, and Maryland Occupational Safety and Health (MOSH).
- C. The Director of School Facilities will ensure that all mandated inspections occur as required.

III. Repairs

- A. The principal, building administrator, or their designees should request emergency repairs by phoning the Department of School Facilities and then follow up by submitting a work order request through the electronic work order system.
- B. The principal, building administrator, or their designees should submit non-emergency repair requests through the electronic work order system.

- C. The Supervisor of Maintenance will ensure that the responses to repair requests are carried out in an appropriate and timely manner.
- D. The Director of School Facilities will ensure that all necessary repairs are made by CCPS employees or through contracted services.

IV. Environmental Testing

- A. The Director of School Facilities will ensure that all environmental testing is performed in accordance with the Environmental Protection Agency or other governing agency standards.
  - 1. Certain environmental tests as determined by the Director of School Facilities or designee will be performed proactively as precautionary measures or in response to reported concerns. These tests will include the monitoring of volatile organic compounds (VOC's), carbon monoxide/dioxide, temperature, humidity, and air particulates.
- B. As appropriate and determined by the Director of School Facilities, environmental testing will be performed by CCPS employees, through contracted services, or by governing agencies.
- C. The Director of School Facilities will ensure appropriate and timely corrective action in response to test results.

Related Policies and Procedures

1500.1 Safety and Health: Safety Program  
1500.10 Safety and Health: Concession Facilities  
4305 Food Services