

1 Great Falls School District

2
3 **NONINSTRUCTIONAL OPERATIONS**

8410

4
5 Operation and Maintenance of District Facilities

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7 Inspections

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9 The District seeks to maintain and operate facilities in a safe and healthful condition. The
10 facilities manager, in cooperation with principals, fire chief, and county sanitarian, shall annually
11 inspect plant and facilities or as necessary. The facilities manager shall develop a program to
12 maintain the District physical plant by the way of a continuous program of repair, maintenance,
13 and reconditioning. Budget recommendations shall be made each year to meet these needs and
14 any such needs arising from an emergency.

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16 The facilities manager shall formulate and implement energy conservation measures. Principals
17 and staff are encouraged to exercise other cost-saving procedures in order to conserve District
18 resources in their buildings.

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20 The District shall permit representatives of DPPHS or local health authority to enter any school
21 at any reasonable time for the purpose of making inspections to determine compliance with
22 applicable regulations. DPPHS or local health authority may determine that special
23 circumstances or local conditions warrant inspections with greater or less frequency. Upon
24 receiving a complaint, the local health authority may determine if more inspections are
25 necessary.

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27 Inspections of school facilities shall be done using forms approved by the DPPHS. Inspection
28 records shall be kept on file at the school for at least three years from the time of inspection.
29 Following each inspection, representatives of the DPPHS or local health authority shall give the
30 school administration a copy of an inspection report which notes any deficiencies and sets a time
31 schedule for compliance. The report shall document deficiencies.

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33 The District shall comply with the Building and Fire Safety Codes administered by the State
34 Building Codes Division and the State Fire Marshal or by local building officials.

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36 Laundry Facilities

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38 Laundries operated in conjunction with or utilized by the District shall be provided with:

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40 a) A mechanical washer and hot air tumble dryer. Manual washing and line drying of towels
41 and other laundry items is prohibited. Dryers shall be properly vented to prevent
42 maintenance problems and buildup of moisture.
43 b) A hot water supply system capable of supplying water at a temperature of 120° F to the
44 washer during all periods of use.

- 1 c) Sufficient separation between the area used for sorting and storing soiled laundry and the
- 2 area used for folding and storing clean laundry to prevent the possibility of cross-
- 3 contamination.
- 4 d) Separate carts for transporting soiled and clean laundry.
- 5 e) Handwashing facilities including sink, soap, and disposable towels. A soak sink may
- 6 double as a handwashing sink.

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8 Towels and other laundry items shall be machine washed at a minimum temperature of 120° F
9 for a minimum time of ten minutes and dried to greater or equal to 130° F for ten minutes in a
10 hot air tumble dryer.

11 Solid Waste and Recycling

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14 In order to ensure that solid waste, including recycling material, is safely stored and disposed of,
15 the District shall:

- 16 a) Store all solid waste between collections in containers which have lids, are corrosion-
- 17 resistant, and are constructed to minimize pest attraction and harborage;
- 18 b) Clean all solid waste containers with sufficient frequency to maintain them in a condition
- 19 which minimizes pest attraction;
- 20 c) For exterior containers other than dumpsters or compactors, utilize stands which prevent
- 21 the containers from being tipped, protect them from deterioration, and allow easy
- 22 cleaning below and around them. Further, dumpsters or compactors shall be located on or
- 23 above a smooth surface of non-absorbent material, such as concrete or asphalt, that is
- 24 maintained in clean and good condition;
- 25 d) Transport, or utilize a private or municipal hauler to transport to a landfill site approved
- 26 by the DEQ in a covered vehicle or covered containers.

27 Physical Requirements

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30 The District shall comply with the following physical requirements:

- 31 a) Floors, walls, and ceilings in toilet, locker, and shower rooms, laundries, janitorial
- 32 closets, and similar rooms subject to large amounts of moisture shall be maintained in a
- 33 smooth and non-absorbent condition. Non-absorbent, non-skid floor matting may be used
- 34 where appropriate to prevent injury.
- 35 b) Adequate coat/jacket and book storage for each student shall be provided.
- 36 c) Livestock and poultry shall be located more than 50 feet from food service areas, offices,
- 37 or classrooms except for those offices and classrooms associated with animal husbandry
- 38 activities or other demonstrations as approved by the school administration. In
- 39 classrooms, offices, or food service areas where livestock and poultry are approved by
- 40 the administrator, animals shall not have contact with eating or serving surfaces.

41 Legal References:

- 42 10.55.701(1), ARM Board of Trustees
- 43 10.55.701(s), ARM Board of Trustees

- 1 10.55.908, ARM School Facilities
- 2 37.111.810, ARM Inspections
- 3 37.111.811, ARM Physical Requirements
- 4 37.111.834, ARM Solid Waste
- 5 37.111.840, ARM Laundry Facilities

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7 Policy History:

- 8 Adopted on: July 1, 2000
- 9 Revised on: June 9, 2014
- 10 Revised on: August 23, 2021