

BUILDINGS AND GROUNDS MAINTENANCE

Repairs by Custodial Personnel

1. The supervisor of plants and facilities will consult with the Superintendent and/or the Director of Administration in any instance prior to engaging the services of personnel other than currently-employed school personnel.
2. The supervisor of plants and facilities will keep a record of repairs completed by custodial personnel and will give such assistance to the superintendent's office as may be required to provide estimated costs of such repairs. Estimated costs will include costs of materials and parts.
3. All custodians will be familiar with building water main shutoffs and main electrical switches in order to take necessary precautions in event of emergency.
4. All custodians will be required to have a basic knowledge of the manual control of the oil burners in their respective buildings.
5. All custodians in buildings heated with No. 4 oil will perform such preventive maintenance and care of the oil burner equipment as directed. The supervisor of plants and facilities will provide instruction in these matters.

Immediate Repairs

1. Request for repairs received by the office of the superintendent will be transmitted to the supervisor of plants and facilities who will investigate the basis for the request.
2. The supervisor of plants and facilities will take action to accomplish needed repairs. He will consult with the Director of Administration or chairman of the subcommittee on schoolhouses in instances where, in his opinion, other courses of action appear to be advisable.
3. A record of requests for repairs will be kept in the office of the Director of Administration and will be reviewed periodically for status of completion.

Detection of and Arrangements for Repairs

1. Needed repairs will be reported in writing by the custodian or principal to the office of the Director of Administration immediately if the nature of the repair requires reasonably prompt action.

2. Anticipated need for less urgent repairs (such as preventive maintenance to be performed during the summer) will be listed by principals or custodians in budget-planning requests. Repairs of this nature that are unforeseen at the time of budget planning will be listed by principals or custodians in requests for summer repairs to be submitted to the superintendent by April 1.
3. The supervisor of plants and facilities will at least once each month inspect roofs, drains, and all superstructure on buildings that have ready and safe access to roof areas. Observation from the ground will suffice at buildings with no ready and safe access to roof areas.
4. Custodians will inspect their buildings daily for broken windows and other damage and immediately will report any incidents to the Director of Administration.

Adopted: January 24, 1994