

## Auxiliary Services Guidelines for Facility Use

Effective Date: August 18, 2008

Applicable To: Onslow County Public School System Property

### I. Purpose

The purpose of these Guidelines is to set forth general standards regarding the use of the public school facilities within Onslow County. While not inclusive of every rule affecting school occupancy, this document provides much of the information necessary to stay in compliance with local and state codes. In North Carolina, county governments bear the responsibility for building and maintaining public school facilities. In Onslow County, roughly 40% of the land mass is non-taxable. This makes the burden of building and maintaining school facilities fall heavily upon the shoulders of those who pay local property taxes. It is incumbent upon every employee of the Onslow County School System to carefully use and maintain the massive public investment represented by our school facilities. These guidelines should be followed by staff while occupying all instructional and other work spaces.

### II. Responsibility

The responsibility for compliance with these guidelines rests with the Principal assigned to each campus, or the Director responsible for each program area.

### III. NCGS & OCS Policy

When willful or careless damage takes place to school property, remedies are available to the system by law. General Statute §115C-523, as well as Board of Education Policy 9200 is provided for your information. Each staff member should be familiar these documents.

§ 115C-523. Care of school property.

It shall be the duty of every teacher and principal in charge of school buildings to instruct the children in the proper care of public property, and it is their duty to exercise due care in the protection of school property against damage, either by defacement of the walls and doors or any breakage on the part of the pupils, and if they shall fail to exercise a reasonable care in the protection of property during the day, they may be held financially responsible for all such damage, and if the damage is due to carelessness or negligence on the part of the teachers or principal, the superintendent may hold those in charge of the building responsible for the damage, and if it is not repaired before the close of a term, a sufficient amount may be deducted from their final vouchers to repair the damage for which they are responsible.

Notwithstanding any other provision of law, the parents or legal guardians of any minor are liable for any gross negligence or willful damage or destruction of school property by that minor to the extent of five thousand dollars (\$5,000). The Board of Education shall make written demand upon the parent or legal guardian as a prerequisite to bringing suit.

It shall be the duty of all principals to report immediately to their respective superintendents any unsanitary condition, damage to school property or needed repair. (1955, c. 1372, art. 17, s. 7; 1981, c. 423, s. 1; 1985, c. 581, s. 4.)

The board strives to maintain facilities in good condition in order to:

1. continue to provide a safe, orderly and inviting educational environment;
2. protect financial investments in the facility;
3. reduce the need for major repair; and
4. facilitate the conservation of energy resources.

All staff, students and visitors to the school are expected to use reasonable care to prevent property damage. The principal and teachers will instruct students in the proper care of public property. Anyone who willfully or carelessly damages school property may be held financially liable, as provided by law, including G.S. 115C-523.

The principal will inspect school buildings for health, fire and safety hazards on a regular basis and as required by law. Any staff members who observe any potential hazards will immediately notify the principal. The principal will immediately notify the maintenance department of repairs needed in order to meet safety standards. Proper signs indicating potential danger will be posted.

The maintenance department will make reasonable efforts to maintain the facilities in good condition and to make needed repairs.

The superintendent will ensure that facilities are evaluated and inspected in accordance with the facilities inventory as provided in board policy 9000, Planning for Facility Needs.

Legal References: G.S. 1-538.1; 115C-40, -47, -276(c), -288(f), -307(h), -523, -524

Cross References: Student Safety (policy 1510/4200), Planning for Facility Needs (policy 9000)

Adopted: June 28, 2000

#### **IV. School Building Use Guidelines**

##### **OCS Security & Safety Department Guidelines (Code Citation in Parentheses)**

1. The attachment of combustible decorations to fire resistant rated doors, including but not limited to classroom doors, which modifies said doors conformity to ASTM E119 relating to its ability to withstand fire exposure is prohibited (NCDPI, Division of School Support, School Insurance, §102.8)
2. Egress doors shall be readily distinguishable from the adjacent construction and shall not be concealed by curtains, drapes, decorations, or similar materials. (§1008.1)
3. No furnishings or objects may be placed where they obstruct access to emergency exits or emergency equipment (§906.6, §1027.4)
4. Combustible materials shall be limited to no more than 20% of the wall area (§807.4.3.2)
5. Nothing may be hung from ceilings (including both solid and drop ceilings) (§703.3, §807.1)
6. A space of 3' shall be maintained around all electrical panel boxes (§605.3)
7. Multi-plug adaptors are not allowed within school facilities (§605.4)
8. Surge protectors must be plugged directly into a wall outlet (§605.4.2)
9. Extension cords shall not be a substitute for permanent wiring (§605.5)

10. Ungrounded household cords are not permitted (§605.5.4)
11. Air freshener plug-ins create a fire and indoor air quality hazard and are not allowed (Fire Marshal, §102.8)
12. Curtains/draperies must be manufacturer-certified to meet NFPA-701 standards (§807.1)
13. All furnishings must meet NC Fire Code standards (§805.3.1.3)
14. No household appliances are allowed unless authorized through the Appliance Usage Exception Request Process described later in this document. (NCDPI, Division of School Support, School Insurance, §102.8)
15. No open flames or candles are allowed at any time other than in science classrooms under the direct and constant supervision of an instructor (§308.3)
16. Natural cut Christmas trees are not allowed except in sprinkler-protected areas (§806.1.1)
17. Artificial decorative vegetation must be certified by the manufacturer to meet NFPA-701 Standards (§806.2)
18. Only approved ladders may be utilized to access heights (OSHA §1910)
19. Burglar alarm systems, if installed, shall be utilized on a daily basis

### **OCS Maintenance Department Guidelines**

1. No door wedges may be used except as a temporary measure while moving objects
2. Only tape which will not damage building surfaces (such as blue painter's tape) may be used on building surfaces, including walls and doors.
3. No hot glue may be used on white boards, walls, doors, or any building surface.
4. No live creatures should be left in classrooms over breaks longer than 3 days without Principal approval.
5. Houseplants may affect indoor air quality. If, upon investigation, houseplants are found to contribute to indoor air quality problems, they must be removed from the classroom.
6. Exterior windows and doors must remain closed to conserve energy and for school safety.
7. No building or building subsystems (electrical, plumbing, mechanical, network cabling, etc.) shall be altered by anyone other than Auxiliary Services authorized staff members.
8. Principals shall authorize the issuance of keys. Keys must be signed for by staff. School keys shall be returned to the Principal upon request of the Principal. Principals may contact the Maintenance Department to discuss making duplicate keys for locks on school property.
9. Head Custodians are responsible for reporting all damage to school property using the SchoolDude work order reporting system.
10. Proper housekeeping must be maintained in all boiler, mechanical and electrical rooms.

## OCS Information Technology Department Guidelines

### 1. Cables & Network Drops

- a) Network cables are provided by IT. Homemade or third-party cables may degrade network performance. Maximum cable length for any network drop is fourteen feet. Twenty five foot cables are only authorized for laptop/projector carts.
- b) Cables on the floor need to be placed in a manner that prevents tripping hazards. Cables routed on the walls and/or ceilings need to be secured in a manner that keeps the cables out of the way of students and staff.
- c) Wall jacks housing the network drops and cable connections must be accessible.

### 2. Network Devices

- a) Network devices such as switches, wireless access points, and routers must be provided and installed by the IT Department. Non-OCS equipment installed on the network by non-certified staff can degrade the network performance. This equipment will be removed and returned to its owner.

### 3. Equipment

- a) To conserve energy, computers should be turned off every night unless a specific application requires the computer to be on for extended periods of time.
- b) The technician assistant for your school should be notified when equipment is being moved from classroom to classroom or to another school.
- c) Computers and printers should be kept at least three feet away from any water source.

### 4. Security

- a) Only computers, printers and ancillary equipment belonging to OCS should be plugged into a network drop.
- b) Laptop computers coming from home or other locations can access the PUBLIC wireless if available. Contact a technician assistant or the help desk for assistance.
- c) All computers must have active virus protection installed to be connected to the network.
- d) Sniffers or other hacking software are not allowed on the network unless authorization from the IT Department is given.
- e) Staff should have password enabled screen savers on their assigned computers to prevent unauthorized access to their accounts and data.
- f) No key loggers of any kind (hardware or software) are allowed on any OCS computer

### 5. Assistance

- a) Staff should contact a technician assistant for any technical problems that may be encountered. Staff may also call the IT Help Desk at 455-2211 ext. 20555

## V. Overall Campus Utilization

Individual school campuses are designed to provide between 80 and 100 years of service to the community. Board Policy 9030 states that any permanent buildings may only be constructed with the approval of the Board of Education.

### FACILITY CONSTRUCTION

OCS Policy Code: 9030

Buildings should be constructed with durable materials that, when possible, permit space to be adapted to various purposes and to be adjusted to changes in technology or the educational program.

Permanent buildings shall be constructed on school system property only with the approval of the Board of Education.

The board will not be involved in substandard construction. In the event of insufficient funding for a project, the board will defer parts of the long range plan to later phases.

Any repairs or renovations of school facilities should be undertaken in such a way as to minimize disruption to instructional time and the educational environment.

Legal References: G.S. 115C-521, -524

Cross References: Planning for Facility Needs (policy 9000), Facility Design (policy 9020)

Adopted: June 28, 2000

Revised: February 12, 2008

The long-term responsibility for ensuring the long-term usefulness of a campus rests with the Auxiliary Services area of the school system. To this end, any modification or change to a campus must be approved by Auxiliary Services and/or the Board of Education. Most school system employees do not have detailed information concerning factors affecting campus modification. These factors include: easements and rights-of-way, required setbacks, municipal or county ordinances, underground utility services, pathways of future expansion, maintenance requirements, proposed acquisition or sale of public property, and other long-term planning or legal constraints.

Requests to modify a campus should be submitted to the Assistant Superintendent for Auxiliary Services by the Principal. The Assistant Superintendent will assign staff to research the request. The request will be approved or denied based on the various factors named earlier in this section. If the request is for a permanent building, the Assistant Superintendent will forward the request to the Superintendent's Office with recommendations. Projects which should be included within the District Capital Improvement Program (CIP) will be evaluated through that process.

## VI. Utility Conservation

Increasing utility costs require the implementation of water and electricity conservation measures. Principals shall ensure that all employees utilize appropriate conservation measures in order to reduce the operational cost of the school facility. To assist Principals in this regard, the Onslow County Schools Maintenance Department will forward utility bills for each campus to the Principal one month in arrears.

The following conservation practices are required:

1. Any water leaks that are detected shall be reported to the Maintenance Department using the SchoolDude work order reporting system.
2. Any electronic devices or lights not in use shall be turned off at the end of the school day. This includes computers not being utilized for a specific application, copiers, LCD projectors (whether ceiling mounted or otherwise), televisions, radios, or other appliances.
3. Heating and Air Conditioning systems shall be operated in accordance with guidelines established by the Facility Management Division of the Maintenance Department.
4. Outdoor lights that are locked-out for seasonal rate purposes shall not be turned on.

The provisions of any Energy Plan adopted by the Board of Education shall apply to all school facilities and property.

## **VII. USE OF APPLIANCES**

The North Carolina Department of Public Instruction School Insurance Division annually inspects school system facilities to ensure compliance with North Carolina Building Codes, National Fire Protection Association Standards and North Carolina Department of Instruction Directives. These inspections directly impact the amount of insurance coverage available to each school system. These guidelines are issued in accordance with DPI recommendations.

### **1. Limitations on Use**

Generally: In the interest of safety and economy, Onslow County Schools generally prohibits the use of all household appliances in the classroom environment and most worksite locations. Refrigerators, microwave ovens, coffee pots, ranges, and similar household appliances shall not be placed or used on school property.

Exceptions: Household appliances may be allowed in certain office areas, conference rooms or conference room support areas, employee lounges, kitchenettes, authorized home economic classrooms, authorized exceptional children classrooms, and in areas where medications are stored and/or administered.

Approval to utilize appliances in these areas must be obtained through the Superintendent's Office using the Appliance Usage Exception Request process.

### **2. Staff Responsibilities**

The supervisor of each worksite shall ensure all staff members adhere to these guidelines. Employees are required to obtain the approval through the Appliance Usage Exception Request process before bringing any item(s) that could be in conflict with these guidelines into the worksite.

## **VIII. Publication**

These guidelines shall be distributed as necessary and shall be maintained on the Auxiliary Services area of the school system website at [www.onslow.k12.nc.us](http://www.onslow.k12.nc.us) .

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