

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

GENERAL HOUSEKEEPING PROCEDURES AND FIRE REGULATIONS

The procedures and regulations enumerated below are in effect in all district schools.

- 1) Storage items shall not be placed any closer than twelve (12) inches from the ceiling. The exception to this rule is if sprinkler heads exist; in this case, the storage may not be any closer than eighteen (18) inches as to not obstruct the flow of the sprinkler.
- 2) Items are not to be hung from or attached to suspended ceilings or lights as they interfere with the motion detectors of the district's alarm systems. Only items that are preapproved may be hung from the ceiling. If items are hung, they must be no closer than twelve (12) inches, except when sprinkler heads exist. Items must be flame retardant, and hung with flame resistant devices (i.e., wire, chain, etc.)
- 3) Bulletin boards and tack strips must be used to hang items on walls. Items may not be attached to other wall surfaces, nor may the items exceed 20% of the total wall surface.
- 4) The use of plug-in air fresheners, burning of candles, incense, etc. is not permitted.
- 5) Fire extinguishers, fire and safety signage, and fire alarm pull stations must be accessible at all times.
- 6) Fire doors are not to be propped open at any time during regular school hours or during after school activities.
- 7) All glass areas or windows of offices and classroom areas must remain unobstructed.
- 8) All HVAC units such as unit ventilators, cabinet heaters, etc. must remain free of clutter. No items may be stored or stacked on HVAC equipment.
- 9) Air supply or return air grilles or ductwork may not be blocked.
- 10) Cabinets and shelving should be maintained in an orderly fashion and not be overloaded or cluttered. Convenient access to plumbing must be maintained in all sink base cabinets.
- 11) A plan of ongoing inspections of accessible areas housing plumbing fixtures must be implemented by the Principal or administrative designee.
- 12) All observable leaks or watermarks must be immediately reported to the Facilities Department.
- 13) Refrigerators, hot plates, microwave ovens, coffeemakers, and other household appliances are restricted to designated teacher lounge areas, office break rooms, and family and consumer science classrooms. The use of space heaters in any area is strictly prohibited.
- 14) Animals are not permitted in district schools except for activities specifically related to the accomplishment of curriculum objectives with administrative approval.
- 15) Furniture, rugs, curtains and lighting fixtures other than those provided by the Bethlehem Area School District are prohibited except as authorized by the building Principal in consultation with Facilities Department supervisory staff.
- 16) All corridors, stairwells, and fire escape doors must be kept free and clear of obstructions at all times. Emergency exit windows must be kept clear of any items that may obstruct them from being used as an emergency exit.
- 17) Exterior grounds, parking areas, walkways, and courtyard areas must be regularly inspected and appropriately cleaned and maintained at all times.
- 18) Cleaning agents, other than district-approved or supplied items are prohibited.