

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Maintenance - Maintenance Standards

Series: C11

Reference:

Issued: 08.14.1975

Revised:

Revision Number:

The Board of Education will assist, within its resources, in improving the outdoor athletic and physical education facilities of schools by: (1) providing the space for development of athletic and physical education facilities; (2) assuring proper drainage and grading of the site; and (3) providing assistance from the Department of Facilities Planning in the layout of facilities.

Efficient administration of the school is primarily the responsibility of the principal. The Department of Operations and Custodial Services is responsible for instructing custodians in the proper care of equipment in the building. The principal should notify the Department of Operations and Custodial Services if there is evidence that the custodian does not understand the operation of any equipment, is not giving it proper care or is not caring for the building properly.

The custodian shall open the school building only to persons who have permission from the Superintendent of Schools or his proper representative.

The anti-litter law prohibits the dumping of litter or unsightly materials on the highways, streets, or along the banks of streams. The fines imposed range from \$100 to \$500. School principals are directed to respect this law by keeping both the school and school grounds attractive and clean.

All sidewalks, pavements and yards shall be swept as often (at least twice a week) as is required to keep them in good condition.

Sidewalks around the buildings should be given special attention when there is snow. All sidewalks should be cleared so that travel is safe for both children and adults.

All sidewalks, playgrounds, grassplots, et cetera, shall be kept clean and tidy at all times free from rubbish, stones, litter, pieces of paper and other waste matter.

The custodian shall see that no grass is permitted to grow in the crevices of paved yards and walk, and that no weeds are allowed to grow on the school premises, especially along fences.

On each school day that the temperature is such that heat is needed, the custodian shall see that heating equipment is in operation for a sufficient

KANAWHA COUNTY BOARD OF EDUCATION POLICY

School Maintenance - Maintenance Standards

Series: C11

Reference:

Issued: 08.14.1975

Revised:

Revision Number:

period of time before school opens to insure that the building is comfortable. Normally at least an hour is required; in extreme weather, a longer period may be needed. All rooms used for school purposes are to be kept at a temperature which conforms to the requirements of current energy conservation recommendations.

The Department of Operations and Custodial Services or the Office of Facilities Operations shall instruct all custodians in the use and operation of all mechanical equipment in the building. The failure of any portion of the mechanical equipment in the school is to be reported at once to the Department of Operations.

The custodian shall see that the mechanical equipment is clean, free from excess oil and that filters are free from accumulated lint and dust.