

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: C11 - School Maintenance

11.01 Policy. Efficient administration of a school is primarily the responsibility of the principal. The Maintenance Department is responsible for maintaining the proper care of equipment in the building. The principal should notify the Maintenance Department if there is any maintenance issue with the building or the building equipment, including the general tidiness of the building.

School principals are responsible for keeping both the school and school grounds attractive and clean and shall work in conjunction with the Maintenance Department to ensure the grounds and school are kept in good condition.

11.02 School Cancellation Based on School Building Condition. On each school day that the temperature is such that heat or air conditioning is needed, the custodian shall see that heating or cooling equipment is in operation for a sufficient period of time before school opens to ensure that the building is comfortable. The school custodian shall also check the water at the school in morning for appropriate operation, as well as check the general conditions of the school in order to make sure that anything in the school which may prevent safe school operation is detected prior to opening. If there is any condition which would potentially make school operation unsafe or impossible, the custodian shall immediately notify the school Principal as well as the Executive Director of Maintenance.

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 Maintenance Department.

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