

## **BUILDING AND GROUNDS MAINTENANCE**

District-owned buildings will be operated with as much efficiency as possible.

All repairs and/or maintenance work of any nature will be channeled through the office of the Facilities Manager. Personnel assigned to a building are not to contact service people directly. In the event of a breakdown or malfunction, the business office is to be notified. In the event that this problem develops after office hours or during time when school is closed, the head custodian, building Principal or the Superintendent should be contacted.

In the interest of achieving the goals of the School Committee's policy, the following guidelines regarding maintenance have been established:

### Building/Classroom Repairs

1. All requests for classroom repairs will be submitted through the work order system (School Dude).
2. The senior custodian will review all requests and facilitate completion or forward to the maintenance staff for action.
3. When the work has been completed, it will be noted through the work order system (School Dude) by the appropriate and responsible custodial or maintenance staff.
4. The School Business Manager in consultation with the school building Principal will prioritize and resolve any issues not able to be addressed through the routine and established process.

### Emergency Repairs

1. Any staff member with a request for emergency repairs that are beyond the capacity of the school custodial staff will be made directly to the building Principal who will immediately forward requests for emergency repairs to the Facilities Manager

### Technology Repairs

1. Any staff member with a technology request will complete a technology request work order and give it to the technology specialist located in your building.
2. The technology specialist will resolve the problem if he/she is able to do so.
3. If the technology specialist is unable to resolve the problem, he/she will forward the request to the IT Director who will assign a district specialist to resolve the problem.

### Requests for Capital Improvements

Requests for improvements may be made in writing by the building Principal and transmitted to the School Business Manager through the capital budget process.

Maintenance Schedules

The following are responsibilities of building Principals:

1. To oversee the operation of the school plant and require that personnel assigned to the buildings will keep it in a clean, healthful, and pleasant condition, free from dust and dirt;
2. To oversee the process of ordering the necessary supplies as needed for the operation of the building;
3. To make continuing checks on the use of utilities and supplies to assure that needless waste does not occur; and
4. To make routine checks for hazardous conditions including air quality. Checks will include safety of equipment, operation of equipment, and prevention of hazardous situations caused by carelessness.

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***Hull Public Schools***