

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: EC-R</b>
	<b>POLICIES AND REGULATIONS</b>	

## **SUPPORT SERVICES**

### **REGULATIONS: CARE OF SCHOOL DISTRICT PROPERTY**

Annual inspections of each facility will be made by the Director of Operational Services, the principal, and the head custodian to determine areas needing attention in terms of upkeep, repair, and improvement. Information from these inspections will be used in preparing the Capital Outlay Budget for the next year.

Operational Services will conduct a systematic schedule of inspections and carry out the District's preventative maintenance program.

The staff of Operational Services will manage and coordinate all major repairs and remodeling projects in school facilities. Work order requests will be submitted to the Operational Services Department via computer. The Department will contract with vendors when specific expertise is needed, volume of work dictates, or use of an outside vendor is more cost-effective than performing the work in-house. Projects will be completed in order of receipt except in emergency situations or when scheduling efficiencies can be achieved.

Employees will report promptly to the school principal or head custodian any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health and safety of teachers, students or other persons. These defects will be further reported by the principal or head custodian to be appropriate department for repair, removal or inclusion in the appropriate budget.

Teachers will be responsible for the proper use of buildings, grounds and equipment in the classes which they teach or in the activities for which they are responsible.

During the winter season, walkways must be clear of snow/ice and safe for pedestrian traffic at all times. Frequent checks by the school principal or head custodian for slippery conditions during snow fall and in thawing weather are vital. The custodial staff will remove snow and use ice removal materials as required to maintain pedestrian safety.

**ADOPTED:** March 13, 2000  
**REVISED:** February 26, 2007  
**REVISED:** February 28, 2011  
**REVISED:** March 11, 2013  
**REVIEWED:** February 12, 2018