

BUILDINGS AND GROUNDS MAINTENANCE

The Supervisor of Maintenance and Transportation, in cooperation with the administration, faculty, and maintenance personnel, shall cause to be developed and administered a comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the school district. This schedule shall include provisions establishing the proper lines of authority in administering such schedule.

It shall be the responsibility of the building principal and custodian to thoroughly inspect the buildings and grounds for potential hazards on a monthly basis and report their findings to the Supervisor of Maintenance and Transportation. The inspection shall include, but not be limited to, playground equipment, gym equipment, light switches and outlets, entrance and exit areas, accumulations of junk, furniture conditions, walks and driveways, plumbing and heating systems, storerooms, etc.

Custodial personnel will immediately correct any potential hazards found or if the task is beyond the ability of the custodian, then the principal shall initiate a work order for the job to be done.

LEGAL REFERENCE: Iowa Admin. Code 670-5.8 (280A)

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DATE OF REVIEW: February 19, 2007

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223