

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Building and Grounds Maintenance	815
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Management and Care of Buildings

All principals, teachers, and custodians shall be held responsible for the safekeeping of the buildings during the school session, and all breakage and damage shall be repaired by those responsible for same, and where any principal or teacher shall permit damage to the public school buildings by lack of proper discipline of pupils, such principals and teachers shall be held responsible for damage that they could have prevented by reasonable supervision in the performance of their duties.

Care of school buildings and ground is clearly the responsibility of teachers and students as well as principals and custodians. It requires the close cooperation and constant attention of all who work in and around the school. Teachers' suggestions or complaints regarding custodial work should be made to the principal since he alone is fully aware of custodial facilities and schedules. The custodial staff in each building is directly responsible to the principal but oversight is done at the Central Office. Each teacher should understand what he might expect in the way of custodial services so that deficiencies may be intelligently reported and so that the habits of teachers and students may be developed to fit available facilities and services.

Care and maintenance of buildings and grounds are expensive and a large portion of the school budget must be devoted to these items each year. Good housekeeping and proper attitudes toward the use of the school plant can materially reduce these costs thus permitting a larger share of the budget to be devoted to instruction.

Work involving the utilization of our maintenance staff should be called to the attention of the principal who in turn should notify the office of the Superintendent or his designee.

Maintenance of School Plant

All staff assigned to a school shall be held responsible for the safekeeping of the buildings and grounds during the school term. It is the principal's responsibility to organize the staff so that this safekeeping is achieved.

Employees shall report to the principal of the school or department head any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health, and safety of staff, pupils or other persons.

Principals are responsible for the continual inspection of all buildings, equipment, playgrounds, and playground apparatus under supervision to discover conditions,

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which might be dangerous to health, safety, and comfort of staff, pupils or other persons. The principal is responsible for initiating appropriate action in regard to the observed conditions. All requisitions for work or repairs (except emergencies) must be initiated by the principal in writing and be channeled to the Superintendent or his designee, who in turn shall direct the completion of the work.

Keys to School Buildings

All keys used in a school shall be the responsibility of the representative principal. Request for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out the normal activities necessitated by the position which he holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and the room(s) or buildings(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employees upon return of the keys.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the Maintenance Office. The duplication of school keys by individuals is prohibited.

Keys shall be used only by authorized employees or other approved individuals.

Master keys shall never be loaned.

Renovations/Changes/Additions to Buildings or Grounds

All renovations, changes, and additions to any buildings or grounds owned by the Caswell County Board of Education must be approved by the Director of Maintenance and the Superintendent before renovations or changes are done. Requests must be in writing with written approval obtained. Projects not done by the Caswell County Maintenance Department or one of the Board’s contractors must have approval by the Caswell County Board of Education before the project is started.