

A POLICY STATEMENT OF
THE HANCOCK COUNTY BOARD OF EDUCATION
New Cumberland, West Virginia 26047

BUILDINGS AND GROUND MAINTENANCE

The intent of this policy is to provide direction regarding the prioritization of facility maintenance activities within Hancock County. This policy is not intended to govern general custodial activities or capital improvement items.

All facility maintenance needs are to be brought to the attention of the Director of Facilities and Maintenance by entering the need into the *School Dude* maintenance software program. Each school or work location will have a designated person to make the entry into the *School Dude* system. It will be the responsibility of the Director of Facilities and Maintenance to monitor the system, prioritize the requests, and schedule the repair.

School or Workplace Responsibility

1. Any employee can initiate a maintenance repair by completing a local work order and forwarding it to their principal or supervisor.
2. The school principal or supervisor is to review all forms on a daily basis.
3. If there is any need for clarification, the school principal or supervisor will contact the form initiator within one school day and ask for clarification.
4. The principal or supervisor will then have the request entered into the *School Dude* software program and forwarded to the Director of Facilities and Maintenance.

Prioritization

The Director of Facilities and Maintenance will review all new work requests on a daily basis and assign priority status to the request. Work requests will be prioritized in the following order:

Priority One – Safety: Any item that can potentially cause physical injury to any student, employee or school visitor.

Priority Two - Classroom Climate: Any item identified as detrimental to providing an adequate environment for students to learn.

Priority Three - General Maintenance: Any item not included under Safety or Classroom Climate.

The Director of Facilities and Maintenance shall be responsible for communicating the status of work requests to principals through *School Dude* upon completion.

School Based Decisions

Principals are responsible for maintaining a safe school environment that is conducive to learning. Should a safety item represent an immediate hazard, the principal must limit access to that area until the hazard has been corrected and immediately contact the Director of Facilities and Maintenance by telephone. Even though an emergency phone call has been made to alert the Director of Facilities and Maintenance, an emergency work request must be made through *School Dude*.

The principal or supervisor, when reviewing the work requests from his/her work location, may determine that the repair

is the responsibility of the custodial staff. These requests should not be entered into School Dude. They should be forwarded to the custodial staff and monitored for completion by the principal or supervisor.

Date Adopted: 11/9/92
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Date Reviewed: