

Regulation

OPERATION AND MAINTENANCE OF PLANT

Safe and sanitary operations of the school buildings are the responsibility of all staff. Custodians/maintenance personnel shall have direct responsibility, but all staff shall be alert to, and report, unsanitary and unsafe conditions.

Teachers are responsible for locking their classroom doors before leaving for the day. Missing keys, access cards or inoperative locks must be reported to the office immediately.

In order to ensure the cleanliness and safety of the buildings, custodians shall:

- A. Hold all necessary licenses;
- B. Ensure buildings are clean;
- C. Properly operate heating/cooling systems;
- D. Remove and rearrange school furniture as required;
- E. Remove snow and ice on walkways and driveways except for those areas maintained by the municipality;
- F. Mow lawns, pull weeds, prune shrubbery and perform other tasks required to properly maintain the school grounds, including the athletic fields except for those areas maintained by the municipality;
- G. Submit accurate records and complete any forms or reports;
- H. Be responsible for the proper care and use of equipment assigned to him/her. If such equipment is not in proper operating condition, he/she shall immediately notify the appropriate administrator/designee;
- I. Maintain professional relations with the building principal and administrators and other custodians in the building to which he/she is assigned and assist in any way possible in the successful operation of the school building.

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