

305.01

SCHOOL MAINTENANCE - MAINTENANCE STANDARDS  
MECHANICAL EQUIPMENT

On each school day that the temperature is such that heat is needed the custodian shall see that heating equipment is in operation for a sufficient period of time before school opens to insure that the building is comfortable. Normally at least an hour is required; in extreme weather, a longer period may be needed. All rooms used for school purposes are to be kept at a temperature which conforms to the requirements of current energy conservation recommendations.

The Maintenance Department shall instruct all custodians in the use and operation of all mechanical equipment in the building. The failure of any portion of the mechanical equipment in the school is to be reported at once to the Maintenance Department.

The custodian shall see that the mechanical equipment is clean, free from excess oil and that filters are free from accumulated lint and dust.

~~Physical Plant Emergencies Call 426-4748  
Maintenance Office Call 235-3333~~

~~Maintenance personnel are to check with principals before leaving their assigned building.~~