

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Building and Grounds Maintenance Program	AD Number: 3.200.1	Adopted: October 1991 Former Descriptors: BO3, BO7, STU11
Policy References: Board Policy 3.200 – Buildings and Grounds Management	Revised: 9/93; 8/99; 10/04; 6/08; 2/14; 7/14; 7/19; 11/24	

1 A program of maintenance shall be implemented for all district-owned buildings and grounds.

2 **Custodial Services**

3 Custodial services shall be administered through contract. Complaints or concerns about custodial
 4 services should be directed to the Assistant Superintendent of School Operations or designee.

5 **Improvement and Maintenance of Buildings and Grounds**

6 A team of City and City Schools employees shall meet monthly to discuss maintenance and
 7 improvement projects that align with the capital improvement plan.

8 **Individual Schools**

9 Annually, the Assistant Superintendent of Operations and Maintenance Supervisor will conduct a
 10 site visit at each school building to assess the condition of the building and grounds and any needs
 11 for improvement. The building principal shall accompany the Assistant Superintendent of
 12 Operations during the site visit. At each site visit, the principal shall provide any observations they
 13 have made that would require maintenance. Following the site visit, the Assistant Superintendent
 14 of Operations shall work with the maintenance supervisor to create an annual maintenance plan.

15 **Playground Equipment**

16 All playgrounds will be inspected at least annually to identify potential hazards, structural
 17 concerns, or wear and tear that may pose a risk to student safety. All formal inspections will be
 18 documented, and any equipment found to be unsafe will be removed or restricted from use until
 19 repairs are made. School staff should conduct a visual check during use and report any hazards to
 20 their school administrator.

21 **Maintenance Requests**

22 The Maintenance Department will be responsible for any routine maintenance needs for schools
 23 and Central Office.

- 24 1. Routine maintenance requests must be submitted via FMX. Once submitted, the request
 25 must be approved by the building principal or department supervisor.
- 26 2. The Maintenance Supervisor will review the request and assign work orders to
 27 maintenance personnel.

- 28 3. Work orders will be prioritized by the nature of the request taking into account the relative
29 urgency of the problem, budgetary resources available, and priority in a long-range capital
30 improvement program.
- 31 4. Emergency needs, such as heating, air, running water, security/safety issues (i.e. doors),
32 should be reported immediately to the Maintenance Department by calling 615-904-1016.
33 Once the emergency is addressed, the technician will complete the work order. Emergency
34 needs after school hours may be addressed to the Maintenance Supervisor.
- 35 5. Once the work order is completed, the requestor will receive a completed confirmation e-
36 mail.

37 **Landscaping Services**

38 Landscaping services will be provided by the Maintenance Department. To maintain the highest
39 level of safety possible when performing landscaping services, the following guidelines shall apply
40 to all equipment operators:

- 41 • Mower operators are to mow three (3) rounds around the larger areas in a direction which
42 throws any cut grass back into the field being cut. This practice keeps grass cuttings from
43 being thrown on the street, sidewalks, or buildings and keeps rocks and/or other debris
44 from hitting vehicles parked along the area.
- 45 • The drop-down deflectors that are mounted on the exhaust shoots of the mower decks are
46 to be in the closed position at all times in and around all parking lots, buildings, and
47 playgrounds. The drop-down deflectors are to be open only in the wide-open fields away
48 from students, staff, and buildings.
- 49 • If children or adults come closer than one hundred (100) feet of the mower, the operator is
50 to stop, shut down the mower blades, and let the yard crew supervisor know. If the children
51 cannot be moved to other areas and/or the operator cannot move to another area, the
52 equipment should be loaded to move to a different school.
- 53 • Operators shall not mow or weed eat when grass or debris will be thrown against cars,
54 toward windows of the school, or have the potential to cause damage to any other
55 structures.

56 Failure to follow these safety guidelines may result in employee discipline, including termination.

57 **Pest Control**

58 Pesticides will be applied only by certified pesticide applicators or individuals operating under
59 their supervision in school buildings or on school grounds. Pesticide used for the maintenance of
60 building grounds is a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. Any
61 non-certified staff member responsible for pesticide application must participate in training with a
62 certified pesticide applicator that includes the following:

- 63 • A review of the label instructions for the pesticides to be used;
- 64 • Methods to determine when an application of a pesticide is necessary;
- 65 • How to minimize potential pesticide exposure to students, teachers, and staff;
- 66 • What activities are prohibited when applying pesticides; and
- 67 • Written documentation of date, time, and training attendees.

68 All applications of pesticides will be made in strict compliance with label instructions. Whenever
69 practical, non-chemical controls shall be used. The least toxic formulations and safest methods of
70 application will be selected when there is a choice of pesticide products with comparable

71 effectiveness. When possible, pesticide applications will be done during non-instructional time or
72 during vacation periods. Any pesticide application is prohibited when children are in the room or
73 near the area to be treated on school grounds.

74 Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be
75 followed explicitly. All such products and the application equipment will be stored away from
76 food products or occupied rooms in a locked area clearly marked as containing pesticides. All
77 pesticide products will have complete label instructions, will remain in the original container, and
78 a Material Safety Data Sheet will be on file and readily available to any employee who must handle
79 such materials or who may have been exposed to the product. This information shall also be
80 available to any member of the public upon request.

81 A copy of the records of each pesticide application at a school shall be maintained for at least
82 ninety (90) days. The records will contain the following information:

- 83 • Date and time of the inspection and pesticide application;
- 84 • Pests found during inspection;
- 85 • Brand name and active ingredient of pesticide(s);
- 86 • EPA registration number of pesticide(s);
- 87 • Areas treated;
- 88 • Name of applicator; and
- 89 • Source for obtaining information on the pesticide label(s), Material Safety Data
90 Sheet(s), and/or fact sheet(s) for end use concentrations.

Legal References

TRR/MS 0520-01-04, *School Facilities*

Integrated Pest Management in Schools, United States

Environmental Protection Agency

7 U.S.C. §136 *et seq.*