

Grounds Maintenance

Facilities Staff & Programs	Phone Number
Facilities Department	475-220-1630

The entire school grounds must be properly maintained on a routine and preventative basis. School grounds can be defined as the full extent of all schools properly, including school sites, the central office, and other administrative or support facilities. This includes, but is not limited to:

- Courtyards
- Playgrounds
- Exterior Lights and Signage
- Pools
- Paved surfaces (ex. Sidewalk, Parking lots, and roads)
- Athletic Fields

Other grounds-related factors that demand consideration includes, but is not limited to:

- Drainage
- Outdoor classroom requests

Inspection Schedule

This guide outlines the school's grounds inspection and maintenance of their facilities including the requirement to comply with its obligations. It sets out how schools must respond to facilities-related safety incidents and access to supplementary maintenance assistance if required.

Routine Maintenance helps support the upkeep of school facilities and prevent new maintenance issues from arising. Routine maintenance tasks are simple, small-scale activities undertaken regularly to prevent wear and tear and support the upkeep of buildings and grounds.

The building managers for the school are required to monitor the above referenced areas in their school and to report any issues that require attention in the work order system.

In the event where there is an immediate hazard to students and staff, schools must contact Facilities Department 475-220-1630.

Key Steps for Compliance

The principal's role in relation to compliance and monitoring methodology is defined by key steps which identify, manage and monitor compliance with obligations relating to school infrastructure.

1. Identify

- a. The first step is for schools to identify the relevant maintenance item requirements for their school.
- b. Schools must review each of the relevant policies annually and assess existing assets in the school to determine which policies apply.
- c. Schools must ensure a record of assets is maintained, for example the number, type and location of gas heaters within the school, etc.

2. Manage

- a. Depending on the compliance obligation, these activities and tasks may vary. It is advised to implement a management plan based on the applicable maintenance requirements, found during Step 1 Identify.
- b. Schools must follow the reporting process outlined following this policy *Work Order Process*.

3. Monitor

- a. The principal is required to monitor the progress of work being requested and performed within the school.
- b. The Chief Operating Officer Office in conjunction with the Facilities dept monitors compliance with obligations (using SchoolDude's Management Software where possible) and responds to non-compliance at a school and system level through direct intervention and review of policies and procedures.
- c. This monitoring contributes to monthly attestation processes whereby the Chief Operating Office in conjunction with the Facilities dept on compliance with key items including those related asset management, with the Citywide School Building and Stewardship Committee.