

RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR

The information below will assist everyone, including teachers, plant managers, and school administrators, in checking for good repair of facilities at their own schools. This list identifies examples of potential deficiencies and it provides tips for checking for good repair.

We recommend the list be provided to staff periodically during the course of the academic year and specifically prior to any facilities safety inspection or *Williams* Facilities visit.

Examples of deficiencies and tips include but are not limited to the following:

FOR TEACHERS:

- Maintain overall cleanliness and safety in the classroom:
 - Do not store ANY items on top of cabinets or tall bookcases. These are all fall hazards.
 - Maintain clear exit aisles. Relocate furniture if necessary.
 - Keep all exit doors clear.
 - Keep all emergency exits clear and have them properly labeled. This includes relocating all tables, filing cabinets and bookcases from in front of emergency exits. The only exception is built-in cabinetry or short bookcases secured to the wall that would not fall over in the event of an earthquake.
 - Avoid excessive clutter in the classroom. This includes excessive amounts of recyclables.
- Use proper procedures regarding hazardous chemicals:
 - Remove all chemicals from the classroom. This includes anything labeled “Keep Out of Reach of Children”. If you wish to store a district approved chemical or cleaning product, keep it in a locked cabinet. The only exception to this is Hand Sanitizers.
 - Remove all aerosols and pesticides from classrooms.
 - Chemical storage rooms must be locked at all times, especially those that are between classrooms where students may have access. No exceptions.
- Observe good fire and life safety practices:
 - Keep fire extinguishers properly mounted. Keep clear access to fire extinguishers.
 - Do not cover or try to muffle fire alarms and/or strobe lights
 - Only use extension cords temporarily and ensure they are no longer than six feet.
 - Do not daisy-chain extension cords with other extension cords or surge protectors.
 - Tidy all computer wires in classrooms so that they do not pose a trip hazard.
 - Do not place electrical cords under rugs or tape electrical cords to the floor. This can pose a fire hazard. It is recommended that you use approved electrical cord covers.
 - Do not cover electrical outlets with any type of wallpaper or cloth. Do not plug cords into covered electrical outlets.
 - Do not hang objects from light fixtures or fire sprinklers.
 - Do not use plug-in air fresheners. These could potentially start fires.
 - Do not keep lit candles in classrooms.
 - If appliances are used, make sure they are secured so as not to fall over or slip off surfaces. Do not stack appliances on top of one another.
- Control environmental issues as much as possible:
 - Maintain normally accepted ranges of interior temperature.
 - Do not obstruct heating, ventilating or air conditioning units or vents.
- Visibly post a copy of the current Uniform Complaint Procedure.

RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR – continued

- Report deficiencies found within your classroom or school premises to appropriate custodial staff or administrators. Examples of deficiencies include, but are not limited to, the following:
 - Broken pipes or odor from gas leaks
 - Inoperable or flickering lights
 - Inoperable electrical outlets
 - Inoperable mechanical systems
 - Dirty/dusty vents and grills in ventilation unit
 - Sewer odors
 - Animal odors
 - Excessive peeling or chipping paint
 - Broken or missing ceiling tiles
 - Damaged flooring that represents a tripping hazard
 - Broken glass/windows
 - Doors and gates that are not functioning and pose a security threat
 - Evidence of pest or vermin infestation
 - Evidence of mold
 - Roof leaks
 - Graffiti

FOR PRINCIPAL/SITE ADMINISTRATIVE STAFF/SITE CUSTODIAL STAFF:

- Ensure that the *Uniform Complaint Procedure* is posted in every classroom.
- Make the *Uniform Complaint Procedure Form* is accessible in the school front office.
- Maintain overall campus and common areas:
 - Keep waste containers emptied and trash containers closed and secured.
 - Properly clean lavatory facilities and keep them stocked with restroom supplies.
 - Keep all drinking fountains clean.
 - Remove broken glass.
 - Store cleaning materials in proper storage location.
- Assist teachers in maintaining classroom environment:
 - Provide help to teachers in relocating furniture to clear exit aisles and emergency exits.
 - Replace non-operating ballasts or light fixtures.
 - Clean dirty/dusty air supply vents and grills in classroom and offices.
 - Regularly review these *Recommendations for Maintaining Good Repair* at staff meetings.
- Report fire extinguishers that are out of date or have missing pins or tags.
- Report critical issues in writing to district Maintenance & Operations Department such as:
 - Ventilation units that are inoperable, or generating excessive noise or vibrations
 - Roof leaks
 - Major pest or vermin infestations
 - Damaged ramps
 - Damaged or inoperable windows/doors/gates
 - Structural damage observed in ceiling, walls and floors
 - Gas leaks
 - Electrical power failure
 - Sewer problems
 - Damaged or inoperable emergency alarms/fire suppression systems

FOR MAINTENANCE & OPERATIONS/DISTRICT STAFF:

- Respond to and address issues reported by principals or site administrative staff.
- Set up regular facilities inspection schedule.
- Set up regular maintenance schedule.