

Building Maintenance - Checks

Section 1. General. An annual schedule for building checks will be developed by the Director of Facilities by August 1 of each year.

Section 2. Responsibility. With the approval of the principal/supervisor, building checks will be the responsibility of the head custodian except during paid vacation periods or approved leaves; if such approval is not given, a written report will be made to the Director of Facilities and the Executive Director of Employee Relations.

The head custodian may, with the approval of the principal/supervisor, offer this responsibility to another custodian in the same building.

A building check will include, but not be limited to, those items on the form, Ma-5, Custodial Building Checks.