

CODIFICATION REFERENCE NUMBER: 7410

DATE: May 25, 1995

OPERATION AND MAINTENANCE OF PLANT

RESPONSIBILITY:

The Superintendent or designee will be responsible for conducting various inspections of the building annually to insure adherence to health and safety laws.

PROCEDURES:

The inspections will include periodic inspections by the school physician, boiler insurance inspectors, and Health Department officials. The governing criteria of these inspections will be determined by the physician's job description and the laws governing boiler safety and food serving facilities.

The following inspections are conducted annually by District staff and the Board is officially notified of their completion.

INSPECTION	INSPECTORS	DATE
Building Inspection Reports (Emphasis on cleanliness)	Head Custodians & Building Principal	No later than August 31 (Board acknowledgement Sept.)
Annual Facilities Checklist (Emphasis on the condition of facilities & equipment)	Maintenance Crew & Building Principal	No later than August 31 (Board acknowledgement Sept.)
Shop Safety Monitoring	Teaching Staff & Building Principal	October (Board acknowledgement)

The inspection criteria for the above are established in the New Jersey Administrative Code, Title 6. The inspection forms follow.

The official copy of each policy and procedure is held at the Board Offices. You are welcome to read and print a copy, from this site, for your own reference. However, such copies are not official and are not for distribution.