

	<b>NEPN Code: EC-R/STI</b>
<b>Policies and Regulations</b>	

**Support Services**

**Building Maintenance**

Annual inspections of each facility will be made by the Sioux Falls School District Director of Operational Services, STI Administration, and the head custodian to determine areas needing attention in terms of upkeep, repair, and improvement. Information from these inspections will be used in preparing the Budget for the next fiscal year.

Operational Services will conduct a systematic schedule of inspections and carry out STI’s preventative maintenance program.

The staff of Operational Services will manage and coordinate all major repairs and remodeling projects in STI facilities. Work order requests will be submitted to the Operational Services Department via computer. The Department will contract with vendors when specific expertise is needed, volume of work dictates, or use of an outside vendor is more cost-effective than performing the work in-house. Projects will be completed in order of receipt except in emergency situations or when scheduling efficiencies can be achieved.

Employees will report promptly to STI Administration any defects in building, furniture, or other equipment that might prove injurious to the comfort, health and safety of instructors, students or other persons. These defects will be further reported by the STI Administration to the appropriate department for repair, removal or inclusion in the appropriate budget.

STI Administration will continuously monitor the STI buildings, grounds and the parking lots in order to insure the safety and comfort of the students and staff.

Instructors will be responsible for the proper use of buildings, grounds and equipment in the classes which they teach or in the activities for which they are responsible.

During the winter season, walkways must be clear of snow/ice and safe for pedestrian traffic at all times. Frequent checks by STI Administration and custodial staff for slippery conditions during snow fall and in thawing weather are vital. The custodial staff will remove snow and use ice removal materials as required to maintain pedestrian safety.

Regulation		Board Action
approved:	06-27-05	34128
revised:	10-26-09	35532
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