

## **BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION**

The Peru Central School District Board of Education is committed to providing suitable and adequate facilities in order to support the mission of the school district. To this end, proper maintenance and inspection procedures are essential. The Board charges the Business Administrator with ensuring that proper maintenance and inspection procedures are developed for every school building, as part of the school district's preventive maintenance program and schedule developed by the Superintendent of Buildings & Grounds and other employees associated with the Buildings & Grounds Office.

Consistent with federal and state law and regulations, the following items will be included in the district's buildings and grounds maintenance and inspection procedures:

### **Comprehensive Maintenance Plan**

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will be reduced to writing by the Superintendent of Buildings and Grounds and is to include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines contributing to acceptable indoor air quality. The plan shall be available for public inspection, within one year after the adoption of this policy.

The Superintendent of Buildings & Grounds is to establish and put into practice protocols to ensure the safety of building occupants during preventive maintenance activities including standards for exiting and ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

### **Building Condition Surveys**

Each occupied district building will be assessed every five years by a building condition survey. This survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair, need for maintenance and need for replacement. Such survey reports will be submitted to the Commissioner, as per state guidelines.

### **Annual Visual Inspections**

A visual inspection of building system components in each occupied district building will take place annually, unless it is determined by the Superintendent of Schools that such a visual inspection is not necessary, due to an upcoming building condition survey.

The visual inspection will be conducted by a team including an architect or engineer affiliated with the district's architectural firm, a member of the capital project construction committee, and the Superintendent of Buildings & Grounds and the Superintendent of Schools [or designee]. The local code enforcement official will be consulted, prior to submittal of a final draft report of the visual inspection by the district's architectural firm. The final draft report will be made available to the public once the report is received at the district office.

A corrective action plan will be developed by a licensed architect or engineer if a deficiency exists in the building.

### **Fire Safety Inspections**

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be maintained by the Superintendent of Buildings & Grounds. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner.

### **Safety Rating System**

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis, and the results of that safety rating will be shared and discussed with the capital project safety committee on years when due to capital project work, the school district convenes a capital project safety committee. Safety ratings will be based on the safety rating

system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Principals shall undertake their own routine inspections of school buildings and grounds; searching for any dangerous or hazardous conditions. Principals are to take immediate steps to remedy such problems, in consultation with the Business Administrator and the Superintendent of Buildings and Grounds.

Cross-Ref.: 6200, Annual Budget  
7100, Facilities Planning  
7365, Construction Safety  
8110, School Building Safety  
8115, Pesticides and Pest Management

Ref: 29 CFR. 1910 et seq (OSHA Hazard Communication)  
40 CFR Part 763 (Asbestos Hazard Emergency Response Act)  
Education Law. 409-d (Comprehensive Public School Safety Program);  
409-e (Uniform Code of Public School Buildings Inspections, Safety  
Rating and Monitoring)807-a (Fire Inspections)  
Labor Law: 875-83(toxic substances)  
Public Health Law 4800-4808 (Right to Know, toxic substances)  
Environmental Conservation Law 3-0725 (Pesticides)  
6 NYCRR Part 325 (Pesticides)  
8 NYCRR 155.1 (Educational Facilities); 155.4 (Uniform Code of Public  
School Buildings Inspection, Safety Rating and Monitoring); 155.8  
(Fire and Building Safety Inspections)  
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)  
12 NYCRR Part 56 (Industrial Code Rule concerning asbestos)  
*Appeal of Anibaldi*, 33 Educ. Dep't Rep. 166 (1993) (district required  
to monitor student's physical symptoms when air quality caused  
health problems)  
*Guidelines for the Evaluation and Control of Lead-Based paint Hazards  
in Housing*, U.S. Department of Housing and Urban Development,  
Washington D.CI., June 1995)  
*IPM Workbook for New York State Schools*, Cornell Cooperative  
Extension Community IPM Program with support from New York  
State Dept. of Environmental Conservation, August 1998

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