The director of maintenance shall be responsible for the physical operation and maintenance of schools and report to the assistant superintendent for business services.

Teachers shall report immediately, in writing, to the principal any disorder or wear, other than normal wear, that occurs in their classrooms. The principal shall then notify the proper authorities.

There shall be no changes or construction in any school room or school facility, except with the approval of the business office.

ROUTINE MAINTENANCE

Routine maintenance programs shall be established in many areas that include but shall not be limited to the following:

1. Oiling motors.
2. Draining and cleaning of boilers.
3. Repairing equipment.
4. Winterizing of equipment.

Heating and cooling filters shall be checked regularly and replaced as needed.

PREVENTIVE MAINTENANCE

The director of maintenance shall be responsible for developing a preventive maintenance program for buildings, grounds, and equipment.

The transportation supervisor shall be responsible for developing a preventive maintenance program for vehicles.

ENERGY MANAGEMENT

The director of maintenance shall be responsible for developing, implementing, and maintaining an energy management program for the District.

CUSTODIAL SERVICES

All school buildings shall be maintained in a clean, attractive, safe, and sanitary manner. All building custodians and janitors shall be familiar with fundamentals of safety and school sanitation.

Custodians shall be assigned to each building according to need. The custodians shall be responsible directly to the principal who shall establish the work schedules for custodians. The principal shall work cooperatively with the director of maintenance in supervising the responsibilities of custodial personnel.

INTEGRATED PEST MANAGEMENT PROGRAM

The District is committed to following integrated pest management guidelines in all pest control activities that take place on District property.

DEFINITION

As provided in the Texas Administrative Code, integrated pest management (IPM) is a pest management strategy that relies on

accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve best control of pests. These tactics shall possibly include, but are not limited to, the judicious use of pesticides.

STANDARDS

In accordance with Part 4, Title 7 of the Administrative Code and Chapter 1951 of the Occupations Code, the District's IPM program shall govern the District's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around District facilities.

IPM COORDINATOR

The Superintendent shall designate the IPM coordinator(s), who shall be registered with the Texas Department of Agriculture. The IPM coordinator(s) shall receive training in accordance with law.

APPLICATION TIME FRAME

The IPM coordinator(s), in addition to the responsibilities set out in CLB(LEGAL), shall coordinate with appropriate District administrators or other designated and trained employees regarding pesticide or herbicide applications in accordance with law. The IPM coordinator(s) shall determine when an emergency situation exists and an exception to the 48-hour notice requirement may be made.

NO UNAUTHORIZED APPLICATION

No other employee or other person or entity shall be permitted to apply a pesticide or herbicide at a school facility without the prior approval of the IPM coordinator and other than in the manner prescribed by law and the District's IPM program.