



**EB-R Buildings and Grounds Management**

7/17/20

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) seeks to provide facilities and grounds that are safe, adequate, and conducive to the educational opportunity for students.

**RULE:**

The following directives shall be observed in regard to the maintenance of plants and facilities:

**A. LIGHTING:**

The thermal and lighting environment for facilities shall be in accordance with state and federal regulations.

**B. REQUESTS FOR MAINTENANCE AND REPAIR:**

**1. Routine Requests:**

- a. Requests by Principals or designee for maintenance and repair of school facilities shall be directed to the Maintenance Department (Maintenance) by inputting an online Work Order Request (Work Order).
- b. All routine Work Orders shall be input and completed in accordance with procedures provided by Maintenance.

**2. Emergency Requests:**

Emergency requests for maintenance and/or repair included in the following emergency categories shall be directed by phone to Maintenance.

**a. Fire:**

Any fire shall be reported to Maintenance and to the District Police Department immediately after notification of the fire department. Schools should refer to their School Safety Plan for reporting requirements.

**b. Gas Leak:**

Maintenance shall be notified immediately of leaks in gas systems.

c. Broken water pipes and/or flooding conditions;

d. Broken glass around locking hardware, windows or doors;

e. Power failures;

f. Electrical shortages;

g. Insufficient hot water to operate kitchen;

h. Inoperative boiler and/or lack of heat;

i. Air conditioning malfunction in multiple rooms and/or entire building;

j. Inoperative lock equipment;

k. Clogged sewers and/or sewer floods;

l. Inoperative custodial equipment if blocking facility hallways or classroom doors, posing a safety hazard.

m. Inoperative elevator or wheelchair lift, posing a safety hazard.

**C. PLAYGROUND INSPECTION:**

1. All playground equipment should be inspected monthly by the school's Head Custodian. A thorough inspection should be conducted annually by Maintenance.
2. Any time a dangerous situation is identified a work order should be submitted online immediately to Maintenance using the procedures outlined above.
3. All school personnel responsible for supervising students on the playground should receive an annual review of safety guidelines related to playscapes and playground supervision. The Principal or designee should ensure proper supervision of students is maintained.

Reclassified an Administrative Rule: 9/1/04  
Revised: 7/28/05; 8/13/08  
Revised and recoded: 8/23/12 (Previously coded as Administrative Rule ECB)  
Revised: 5/13/15; 7/17/20

Legal Reference  
O.C.G.A. 20-02-0261      Common minimum facility requirements