



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5255

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CATEGORY: **Support Services, Custodial Services**

EFFECTIVE: **1-29-62**

SUBJECT: **Authorized Custodial Inspection, Repair,
and Maintenance**

REVISED: **6-09-99**

A. PURPOSE AND SCOPE

1. To outline responsibilities and procedures for custodial inspection, repair, and maintenance of school equipment and property.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: E-2050, E-2100, E-2400, E-2500, E-2550, G-2000, G-3000, I-1350.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance, Operations, Warehousing, and Distribution Department; Business Services Division; Administrative/Operational Support.
2. **Custodial operations supervisors** are available to assist custodians in making minor repairs by furnishing instructions and supplying necessary parts.
3. **Potential problems** must be reported immediately to the Maintenance, Operations, Warehousing, and Distribution Department.

D. IMPLEMENTATION

1. **Venetian Blinds.** Custodians replace tapes, cords, and certain hardware; custodial operations supervisor furnishes hardware and tape; cord is a stock item.
2. **Vacuum Cleaners, Floor Machines, etc.** Minor repairs are made by custodians; major repairs are submitted to the Equipment Repair Section; Equipment/Safety Services Program; Maintenance, Operations, Warehousing, and Distribution Department, for maintenance, repair, or replacement.
3. **Elementary School Playground Equipment.** Equipment must be checked frequently for safety; swing chains and links are replaced if worn one-fourth through. Chain and links are replaced by calling in a work order to Maintenance, Operations, Warehousing, and Distribution Department or by mobile maintenance teams on scheduled visits. Building services supervisors should have replacement swing seats available on site.

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4. **Boiler and Equipment Rooms.** Rooms and exterior of equipment in these rooms shall be cleaned periodically to remove dirt, dust, soot, and oil drippings; boilers shall be shut down when not in operation for an extended period of time.
5. **Pilot Lights.** Relighting of pilot lights on residential type water heaters and individual suspended room heaters is a custodial responsibility. **Caution:** For safety, relighting procedures must be carefully followed. If in doubt about proper procedures, building services supervisors should call Maintenance, Operations, Warehousing, and Distribution Department.
6. **Line Painting and Repainting.** Certain line painting and repainting not entered on district line-painting plans is a custodial responsibility (see Procedure 5211).
7. **Catch Basins and Drain Lines.** Visual inspection shall be conducted at least once each month; stoppages and/or potential problems shall be reported immediately to Maintenance, Operations, Warehousing, and Distribution Department. During rainy periods, a continual check shall be made to verify that catch basins and storm drains are properly carrying away runoff.
8. **Roof Areas and Roof Drains.** Inspection shall be conducted monthly; all foreign materials that might be harmful to a roof or drain shall be removed immediately. During rainy periods or immediately thereafter, all roofs shall be inspected for evidence of downspout stoppages or breaks in roofing or flashings.
9. **Boilers and Hot Water Heaters.** All controls, blowdowns, and safety devices shall be operated at specified intervals as outlined on operating instruction card. Dates of safety valve tests and inspections shall be recorded on "Testing and Inspection Log."

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

1. "Testing and Inspection Log," submitted with semiannual site safety inspection record.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education