

**Business/Non-Instructional Operations**

**Operation and Maintenance of Plant**

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian must have a daily work schedule in order to accomplish his/her part of the overall task. He/she must be given directions on how to perform the various duties assigned to him/her. The Facilities Supervisor will supervise all members of the maintenance and custodial staff. The Facilities Supervisor shall keep the Superintendent, the Director of Business Services and Operations, and the Principal(s) informed of all of the ongoing maintenance issues and interact on a daily basis with the Principal(s) in matters of daily operation of the school building.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

**Policy adopted: ~~April 19, 2022~~**

**WOODBRIIDGE PUBLIC SCHOOLS**  
Woodbridge, Connecticut