

Book	Policy Manual
Section	700 Property
Title	Sanitary Management
Code	703
Status	Second Reading
Legal	1. 24 P.S. 701 2. 24 P.S. 1850.1 25 PA Code 171.1 et seq
Last Reviewed	November 12, 2019

Purpose

The **Joint** Operating Committee recognizes that **safeguarding** the health and physical well-being of students **and staff** depends upon the cleanliness and **proper** sanitary conditions of school **building(s) and grounds**.

Authority

The **Joint** Operating Committee directs that a program of sanitary management shall be **maintained** in school **building(s) and facilities** and explained periodically to all staff members.[\[1\]\[2\]](#)

The **Joint** Operating Committee directs that standards be maintained to meet requirements set forth by the Pennsylvania Department of Health, Department of Labor & Industry and any local agency **that** has jurisdiction.

Delegation of Responsibility

-**IMPORTANT NOTE:** There is new language regarding inspections for sanitation preceded by brackets in the Delegation of Responsibility section. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.** PSBA recommends selecting **both** the Director or designee **and** Supervisor of Buildings and Grounds but this is a local decision.

All school facilities shall be inspected regularly for cleanliness and proper sanitation by the

☒ **Director or designee.**

☐ **Supervisor of Buildings and Grounds.**

☒ **Facilities Manager.**

☐ **head custodian.**

The Director **or designee** shall develop and supervise a program for cleanliness and sanitary management of school building(s) **and facilities**, grounds and equipment pursuant to **law**, State Board regulations **and requirements** of the local and State Board of Health and the Department of Labor & Industry.

-IMPORTANT NOTE: There is language regarding building cleanliness preceded by brackets in the Delegation of Responsibility section. The original CTC policy stated this was the Director and maintenance staff. However, this policy was last reviewed in 1996 and may no longer reflect CTC practice. Please determine which option is in accordance with CTC practice or wishes. **Please place an X in the appropriate brackets to indicate the desired option.**

Cleanliness of each school building shall be the responsibility of the

☐ Director and maintenance staff

☐ **head custodian.**

☐ **building administrator.**

☐ **Supervisor of Buildings and Grounds.**

☒ **Facilities Manager.**

Teachers shall be responsible for the condition of their **instructional areas**.

The building administrator shall inspect the facility at least once per month, and report to the Director or designee any conditions that may threaten the comfort, health or safety of occupants.