RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR
CBO AND SUPERINTENDENT

Schools are required to be in “Good Repair” as defined in Education Code Section 17002(d) (1).

Listed are best practices and procedures to assist in establishing and maintaining good repair of all site facilities. These have aided districts in achieving facilities that are clean, safe, functional and have higher staff morale. Provide the ‘Recommendations for Good Repair for Teachers and Staff’ to site personnel at the beginning of the school year. Review the recommendations before any facilities inspections or Williams Facilities visits.

Developing a plan for Good Repair:

- Maintenance and Operations staff - walk each site monthly
- Implement a digital work order system
- Track all work orders
- Encourage Principal involvement in facility walks
- Train staff on the definition of Good Repair (see the LACOE list of deficiencies or the CASH FIT Guidebook)
- Standardize an inspection protocol
- Follow up on known or recurring issues
- Develop a reward system like Positive Behavior Interventions and Support (PBIS) to encourage student involvement in keeping facilities clean
- Adopt risk management strategies to minimize the potential for on-site injuries
- Schedule periodic meetings with Maintenance and Operations Management, Principals and site staff
- Use a digital inspection tool that links to an online work order system
- Develop a Maintenance Master Plan that identifies the age and condition of all systems and when a replacement will be required. Use these costs for factoring upcoming maintenance budgets
- Whenever possible, aim for predictive or preventative tasks rather than reactive
- Highlight the importance of promptly reporting facility related issues in writing
RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR
CUSTODIAL

Schools are required to be in “Good repair” as defined in Education Code Section 17002(d) (1).

Listed are tips and procedures to assist in establishing good repair of at all site facilities. Review the recommendations at the beginning of the school year and before any facilities inspections or Williams Facilities visits.

Maintain overall campus and common areas:

- Keep waste containers emptied and dumpsters closed and secured
- Regularly clean and stock restrooms
- Keep drinking fountains clean
- Remove any broken glass or other hazards from grounds
- Properly store cleaning supplies in a secure location
- Replace fire extinguishers that are out of date, have missing pins or tags

Assist teachers to maintain their classrooms:

- Relocate any items obstructing aisles and emergency exits
- Replace non-operating ballasts or light bulbs
- Clean dirty or dusty air supply vents and grills in classrooms and offices

Report critical issues in writing to district Maintenance and Operations Department:

- Ventilation units that are inoperable, noisy or loose
- Roof leaks
- Major pest or vermin infestations
- Damaged ramps and surfaces
- Damaged or inoperable windows/doors/gates
- Structurally damaged ceilings, walls, and floors
- Gas leaks
- Electrical power failure
- Sewer problems
- Damaged or inoperable emergency alarms and fire suppression systems
RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR
MAINTENANCE AND OPERATIONS DIRECTORS AND SUPERVISORS

Schools are required to be in “Good repair” as defined in Education Code Section 17002(d) (1).

Listed are best practices and procedures to assist in establishing and maintaining good repair of all site facilities. These have aided districts in achieving facilities that are clean, safe, functional and have higher staff morale. Provide the ‘Recommendations for Good Repair for Teachers and Staff’ to site personnel at the beginning of the school year and review prior to any facilities inspections or Williams Facilities visits.

Developing a plan for Good Repair

- Become familiar with the Facility Inspection Tool’s lists of possible deficiencies (see the LACOE list or the CASH FIT Guidebook)
- Conduct yearly SARC inspections – inspecting 100% of the site
- Conduct a SARC inspection within 3 months of opening a new site
- Conduct monthly site walks of all sites with the Principal or Assistant Principal
- Being available by email, cell phone or other means guarantees greater communication with sites
- Standardize an inspection protocol
- Follow up on outstanding or recurring issues
- Adopt risk management strategies to minimize the potential for on-site injuries
- Develop a Maintenance Master Plan that identifies the age and condition of all systems and when a replacement will be required. Use these costs for factoring upcoming maintenance budgets.
- Whenever possible, aim for predictive or preventative tasks rather than reactive.
- Set the example, e.g., pick up trash, assist teachers, maintain a clean workspace
- Establish a digital work order system that is linked with a digital inspection tool.
- Track all work orders
- Highlight the importance of promptly reporting facility related issues District-wide through training
- Train staff on the definition of Good Repair (see the LACOE list or the CASH FIT Guidebook)
RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR

PRINCIPALS

Schools are required to be in “Good repair” as defined in Education Code Section 17002(d) (1).

Listed are tips and procedures to assist in establishing good repair of all site facilities. These have aided districts in achieving facilities that are clean, safe and have higher staff morale. Provide the ‘Recommendations for Good Repair for Teachers and Staff’ to site personnel at the beginning of the school year and review prior to any facilities inspections or Williams Facilities visits.

- Ensure that the Uniform Complaint Procedure (UCP) is posted in every classroom.
- Make the UCP easily accessible in the Main office.
- Become familiar with the Facility Inspection Tool’s lists of possible deficiencies (see the LACOE list or the CASH FIT Guidebook)

Involvement in facilities:
- Conduct site walks with District staff monthly
- Periodically visit classrooms that have a tendency to be cluttered or unsafe in other ways
- Implement Positive Behavioral Intervention & Supports (PBIS) tools – reward and reinforce in students positive behavior related to clean facilities
- Set the example and overall tone of the school when it comes to a clean and maintained site by assisting in picking up trash and maintaining a clean work area
- Include ‘facilities’ on every staff meeting agenda
- Regularly review the Recommendations for Maintaining Good Repair at staff meetings
- Stress the importance of reporting issues promptly in written form to the appropriate personnel

Report critical issues in writing to district Maintenance & Operations Department:
- Ventilation units or vents that are inoperable, noisy or loose
- Roof leaks
- Major pest or vermin infestations
- Damaged ramps and surfaces
- Damaged or inoperable windows, doors and gates
- Structurally damaged ceilings, walls, and floors
- Gas leaks
- Electrical power failure
- Sewer problems
- Damaged or inoperable emergency alarms and fire suppression systems
RECOMMENDATIONS FOR MAINTAINING GOOD REPAIR

TEACHERS AND STAFF

Schools are required to be in “Good Repair” as defined in Education Code Section 17002(d) (1).

This information will assist everyone in checking for good repair of facilities at schools and in their classrooms. Identified are potential deficiencies and tips to remedy them. Review this list at the beginning of the school year and review prior to any facilities safety inspections or Williams Facilities visit.

Maintain overall cleanliness and safety in the classroom:

- Do not store any items on top of cabinets or tall bookcases. These are all fall hazards.
- Maintain clear exit aisles. Relocate furniture or other items if necessary.
- Keep all exit doors clear.
- Keep all emergency exits properly labeled clear and of obstructions. Relocate all tables, filing cabinets and bookcases in front of emergency exits. With the exception of built-in cabinetry or short bookcases that are secured and would not fall over during an earthquake.
- Avoid clutter, excessive amounts of recyclables, books and furniture within the classroom.

Use proper procedures for hazardous chemicals:

- Remove all chemicals from the classroom labeled “Keep Out of Reach of Children.” A District approved chemical or cleaning product should be kept in a locked cabinet - with the exception of hand sanitizers.
- Remove all aerosols and pesticides from classrooms.
- Chemical storage rooms in science classes or where students may have access must be locked at all times. No exceptions.

Observe good fire and life safety practices:

- Keep fire extinguishers properly mounted with clear access.
- Do not cover or muffle fire alarms or strobe lights.
- Only use extension cords temporarily that no longer than six feet.
- Do not daisy-chain extension cords with other extension cords or surge protectors.
- Tidy all computer wires in classrooms to eliminate trip hazards.
- Do not place electrical cords under rugs or tape electrical cords to the floor. This poses a fire hazard. Use approved electrical cord covers if necessary.
- Do not cover electrical outlets with wallpaper or cloth. Do not plug cords into covered electrical outlets.
- Do not hang objects from light fixtures or fire sprinklers.
Do not use plug-in air fresheners. These can start fires or irritate students with fragrance allergies.

Do not keep lit candles in classrooms.

Appliances kept on a cart or a counter should be secured to prevent falling. Do not stack appliances.

Control environmental issues as much as possible:

- Maintain normally accepted ranges of interior temperature.
- Do not obstruct heating, ventilation, air conditioning units or vents.
- Visibly post a copy of the current Uniform Complaint Procedure (UCP).

Report deficiencies found within your classroom or school premises to appropriate custodial staff or administrators:

- Broken pipes or natural gas odor
- Inoperable or flickering lights
- Inoperable electrical outlets
- Inoperable mechanical systems
- Dirty or dusty vents and grills on ventilation units
- Sewer odors
- Animal odors
- An excessive amount of peeling or chipping paint
- Broken, loose or missing ceiling tiles
- Damaged flooring or walkways that pose a tripping hazard
- Broken glass or windows
- Doors and gates that are not functioning and pose a security threat
- Evidence of a pest or vermin infestation
- Evidence of mold
- Roof leaks
- Graffiti
### List of Facilities Deficiencies

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**Note:** ("X" indicates an "Extreme Deficiency")