

PERSONNEL: 4.0

POLICY: 4.10

HOUSEKEEPING

The Muhlenberg School Board recognizes its obligation to provide a healthy and attractive environment for its students. It is, therefore, the responsibility of all employees to practice good housekeeping in their particular work areas.

Policy: 4.10
Adopted: 3/16/83
Amended:

HOUSEKEEPING

I. Buildings and Grounds Personnel

Buildings and grounds personnel are assigned the primary responsibility of cleaning and maintaining all areas in the School District. See job descriptions for buildings and grounds personnel.

II. Personnel other than Buildings and Grounds (Teachers, Administrators, Secretaries, etc.)

As appropriate to the employee's work area, it is his/her responsibility to do the following on a daily basis.

A. Maintain in a clean and orderly condition:

1. chalkboards and trays,
2. bookcases and closets,
3. shades or blinds,
4. tables, counters, benches, etc.
5. student and staff desks,
6. bulletin boards and display cases,
7. floors.

B. Lock and/or secure:

1. file cabinets,
2. staff desk drawers,
3. storage cabinets,
4. windows and doors,
5. closets,
6. other equipment as required by administration.

C. Turn off and/or disconnect:

1. lights,
2. other electrical equipment or appliances.

Administrative Procedures: 4.10
Adopted: 3/16/83
Amended: