

**ADMINISTRATIVE PROCEDURES FOR  
SCHOOL CLEANLINESS AND CLASSROOM MANAGEMENT**  
(Attachment for Policy No.703)

**A. Shared Ownership**

- a. The ownership of this process is between the Principal of the building and the Operations/Facilities Department.

**B. General Guidelines**

- a. With the assistance of the School Building Engineer, the school Principal will coordinate monthly inspections of the facility and document the visit in the work order management system (“MOJO”).
- b. Principal are to follow up with the Building Engineer to insure any and all deficiencies are correctly documented. Building Engineer will be required to document the inspection with the MOJO system as a work order.
- c. Quarterly the Principal must include the Facilities Area Coordinator on the school inspections.
  - i. Quarterly Inspections will occur:
    1. prior to school open August through September,
    2. October through November,
    3. March through April, and
    4. The school closing in the months of May through June.
  - ii. Contact information for a Schools Facilities Area Coordinator can be found on the Facilities Web Site or by calling the situation desk at 215-400-5021 the Operations/Facilities Department Administration.
- d. The Facilities Area Coordinator will document the quarterly inspection with a report to Operations Administration and provide a copy to the school principal.
- e. All cleanliness concerns documented in the inspection will be the responsibility of the Facilities Area Coordinator for corrective actions.
- f. The Principal and Facilities Area Coordinator must reference the Facilities Management Cleaning Guidelines for guidance and structure. A link to these Guidelines can be found on the Facilities Website. [Facilities Management Cleaning Guidelines](#)
- g. All classroom organization concerns documented in the inspection will be the responsible of the Principal for corrective actions with the Teaching Staff.
- h. This is a shared partnership with the School Principal, Building Engineer and Facilities Area Coordinator to work in tangent to maintain a clean facility with clean and organized classroom spaces conducive to the safe education of child.