

Administrative Procedures for School Cleanliness and Classroom Management (Attachment for Policy No. 703)

Purpose

The purpose of these Administrative Procedures is to effectuate Policy 703 - School Cleanliness and Classroom Management and to provide guidelines for maintaining clean and organized school premises. School principals, Building Engineers, and Facilities Area Managers are to work in partnership to maintain clean and organized school premises and classroom spaces conducive to the safe education of School District of Philadelphia (“District”) students.

Procedures

A. Shared Responsibility

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

B. General Guidelines

- a. The School Building Engineer (BE) will coordinate weekly inspections of the facility and document the visit in the Site Specific Facility Management Plan (SSFMP) and the work order management system (Archibus). The school principal is encouraged to participate in these inspections so that they may identify their concerns. For information about the process for addressing work orders, see [Board Policy 704 - Maintenance](#).
- b. Building Engineers are to follow up with principals to record any and all issues reviewed during the inspection in the SSFMP and, if applicable, the Archibus system as a work order.
- c. The Facility Area Manager (FAM) shall invite the principal and the principal shall attend school inspections at least once per month.
 - i. Contact information for a school’s FAM can be found on the [Facilities Manager Assignment](#) or by calling the Operations/Facilities Department at 215-400-5721.
- d. The FAM will document the monthly inspection with a report to Operations Administration and provide a copy to the school principal.
- e. The principal and FAM 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
- f. All cleanliness concerns documented in the inspection will be the responsibility of the FAM to address.

C. Guidelines for Teachers

- a. There is no expectation or requirement that teachers pay out-of-pocket for cleaning supplies. Due to the chemical nature of some cleaning products, cleaning products and supplies should only be handled by custodial staff or should not be

- used in classrooms at all unless it is appropriate for that use (as determined by custodial staff).
- b. Teachers are expected to rely on custodial staff to clean classrooms in line with the [Facilities Management Cleaning Guidelines](#). Teachers are responsible for keeping classrooms orderly, organized, and free of clutter to effectuate efficient cleaning by custodial staff.
 - i. Cleaning appliances or inaccessible areas in schools and classrooms are to be handled by Operational Staff ONLY. Please forward unaddressed requests to the building principal to discuss during walkthroughs.
 - c. During weekly and monthly inspections, the FAM or the BE will document any and all concerns regarding cleanliness, clutter, and/or organization of classrooms or the building premises that prevent Facilities and custodial staff from properly maintaining the facility. These concerns will be addressed by the principal and the appropriate teacher(s) or other school staff member(s).

D. Vacancies of Facilities and Custodial Staff

- a. Absences and vacancies of facilities and custodial staff at the school-level are addressed in accordance with the collective bargaining agreement with 32BJ SEIU. For any questions regarding absences and vacancies, please contact the FAM for a given school or building.

Maintenance Schedule

These Administrative Procedures shall be reviewed upon review of the Policy, or upon the occurrence of a triggering event.

Related Information:

[Policy 704 - Maintenance](#)

[Policy 705 - Safety](#)

[Policy 708 - Environmental Management](#)