

Polk State College District Board of Trustees Rule

Rule Number	Subject	Rule Making Authority	Statutory Reference	SBE Rule Reference	Effective Date
6Hx21 5.20	Maintenance, Sanitation, and Housekeeping of College Facilities	FS 1013.12	FS 1013.12	6A-2.0010 SREF 4.4	8/24/2015

- I. **General:** Polk State College shall provide a level of maintenance, sanitation, and housekeeping which will ensure the safety, comfort and health of the occupants as well as provide a suitable learning environment and the preservation of the physical plant.
- II. **Organization:** Overall physical facilities management shall be the responsibility of the Vice President for Administration/CFO. Direct procedural and performance supervision shall be exercised by the District Director of Facilities through the Provost to the facilities managers.
- III. **Financing:** The President will include budget recommendations to the Board and adequate financing for staffing, materials, and supplies to meet all applicable standards.
- IV. **Standards:** Annual fire, casualty safety, and sanitation inspections on new construction, remodeling or renovations shall begin one (1) year after the facility has been occupied. Annually, the Board shall require at least one (1) fire safety, one (1) casualty safety, and one (1) sanitation inspection for each building and ancillary plant in its jurisdiction, whether owned or leased. Any unsafe or unsanitary condition not corrected in a timely manner shall cause the site and/or facility to be withdrawn from use until the condition is corrected.

History:

Adopted: October 23, 1978

Revised: February 22, 2010 and August 24, 2015.