

# 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	6/22/2020

**I. General:**

Polk State College must present a level of maintenance, sanitation, and housekeeping that ensures the safety, comfort, and health of occupants; preserves the physical plant; and provides a suitable learning environment.

**II. Organization:**

Overall physical-facilities management is the responsibility of the Vice President for Business Administration and Finance. Direct procedural and performance supervision is exercised by the District Director of Facilities through the Facilities Managers.

**III. Financing:**

The President provides budgetary recommendations to the Board to ensure adequate finances for staffing, materials, and supplies to meet all applicable standards.

**IV. Standards:**

Annual fire-safety, casualty-safety, and sanitation inspections on new construction, remodeling, or renovations must begin one year after the facility has been occupied. Annually, the Board requires at least one fire-safety, one casualty-safety, and one 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 Any unsafe or unsanitary condition not corrected in a timely manner requires that the site or facility to be withdrawn from use until the condition is corrected.

**History:**

**Adopted:** October 23, 1978

**Revised:** February 22, 2010; August 24, 2015; and June 22, 2020