

HOUSEKEEPING REGULATIONS

Waste Material and Rubbish

- A. All basements, corridors, storerooms, boiler rooms, staircases, landings, and openings under stairways shall be kept clean and free from accumulation of wastepaper, wood, or refuse of any kind.
- B. Rags and cloths which have absorbed oils or paints in cleaning operations, or in any shop or laboratory activities, should be kept closed when not in use. Any clothing materials which have absorbed oils or paints should be kept in special metal lockers when not in use, or removed from the building.
- C. All building care employees are responsible (under the direction of the principal) to make certain that corridors, fire escapes, fire exits, and all other exits and entrances to school buildings are kept clear – that is, free from any obstructions, also free of ice and snow, and in good repair at all times. Defective fire escapes, emergency doors, panic locks, etc. shall be reported immediately by the principal to the maintenance department.
- D. All students and unauthorized persons are to be restricted from boiler rooms, custodial and engineering areas.
- E. All trash including wastepaper, wood refuse, garbage, etc. should be removed from the building regularly and as soon as possible. Special care should be taken to make certain that finely divided combustible materials are placed in metal containers (with metal lids), until collected by the sanitation department. These finely divided materials include sawdust, floor scrapings, and cans containing sprays, such as paints, lacquers, artificial snow, naphthalene products, waxes, and oils. It is important that these materials not be placed in the incinerator at any time, under any conditions.
- F. If collection is not made that day, then the metal covered trash containers should be placed outside overnight. If the containers do not rest on the ground or on concrete, they should be placed on a noncombustible wall or exterior window opening.

Storage of Flammable Materials

Schools where flammable liquids are used in laboratories and in classrooms are permitted to store limited amounts of flammable liquids if they are stored in approved containers properly marked with the name of the contents. These containers must be stored in metal cabinets or approved flammable liquid storage rooms. Surplus materials must be returned each day to the proper storage container and facility.

Chemical Storage

- A. Containers of chemicals should be stored on platforms, shelves, pallets, or skids of not less than six (6) inches above the floor.
- B. Strong acids or dangerous chemicals, capable of spontaneous ignition or explosion, should be stored in a cool place away from direct sunlight, radiators, and steam pipes. They should not be stored close to waste materials or other chemicals.

Fire-Fighting Equipment and Methods of Extinguishment

- A. Fire-fighting equipment should be used for no other purpose than the extinguishment of fires, or at the direction of the principal to demonstrate their use. If this is done, they should be recharged immediately.

- B. All staff members should know how to use fire extinguishers. There may be times when a person not immediately responsible for a class or a group can step into an emergency situation and extinguish a small fire before it spreads, or assist the custodian in fighting a fire. It should be remembered that the first consideration of teachers and other personnel with pupils in their charge is to save lives by prompt and orderly evacuation of the building.

References: The McDowell County Public Schools Emergency/Disaster/Safety Planning Guide
WV Fire Marshal's Rules and Regulations

Adopted on August 24, 2011