



SALMON RIVER CENTRAL SCHOOL

BUILDINGS AND GROUNDS PRIORITY LIST

Priority One - Emergency - Response should be within one working day. Situation is an immediate safety or health hazard.

- Glass - Windows, mirrors - broken with sharp edges or out completely.
- Locks - Any window or door lock not working at all that can be accessed from the outside.
- Plumbing - overflowing, major leaking, clogged - drains, sinks or toilets.
- Electrical - out completely, sparking, loose outlet/switch
- Cleaning of broken glass in entryways or stairwells, common bathrooms, offensive graffiti
- Torn carpet that poses a safety concern.
- Multiple lights that are burnt out in work areas, hallways, stairwells or bathrooms
- No heat.
- Furniture - dangerous condition, blocking stairways or exits, fire system
- Gas or burning odor.
- Elevator problems
- Hazardous or toxic material accidents
- Hazardous conditions that could lead to injury, i.e. ice on walkway
- Ceiling or roof leak.

Priority Two - Urgent - Response should be within three working days.

- Partial plumbing problem - bathroom faucet not working, drains not working properly, loose toilets, and water sprays.
- Missing lights in common areas and offices
- Common areas and offices needing cleaning.
- Partial electrical problem, i.e. circuit breaker for computer.
- Malfunctioning door lock (door lock is still lockable)

Priority Three - Routine - Response should be within five working days

- Single heater noisy or not working at all.
- Single light burnt out
- Window glass cracked
- Keys and/or locks.

Priority Four - Projects

- All project work or major renovations will be planned and scheduled by the Superintendent of Building and Grounds.