

**SUPERINTENDENT'S REGULATION 5-8.5 (I)**

**DUTIES RELATING TO  
MAINTENANCE AND OPERATION**

In order to maintain an attractive, clean and well-kept school building, each principal shall:

1. help in the selection of custodial personnel by working with the building maintenance supervisor and the division superintendent to select persons to be recommended to the School Board for appointment;
2. supervise all custodial personnel assigned to his/her building, making periodic inspections and consulting with such personnel in terms of work schedules and evaluation of performance, and reporting any neglect of duties to the division superintendent through the building maintenance supervisor;
3. make and/or approve all requisitions for supplies, equipment and repairs needed from the School Board office. All such requisitions will be made on forms provided;
4. ensure that the flags of the United States and the Commonwealth of Virginia are properly displayed on school days in a manner prescribed by law; and
5. ensure that his/her school building is kept secure during the holidays. Precautions must be taken to provide necessary heat to prevent frozen pipes or other property.