

# ADMINISTRATIVE RULES

<b>Title:</b> MAINTENANCE, HOUSEKEEPING, SANITATION AND SAFETY STANDARDS	<b>Identification:</b> 6HX-10-4.103 <b>Page:</b> 1 of 1 <b>Effective Date:</b> February 16, 1994
<b>Authority:</b> SBE 6A-2.0150; 6A-2.076; 6A-14.0262 FS 240.319; 235.06 <i>SREF</i>	<b>Signature/Approval:</b> <i>Ludwina L. Palumbo</i>

## PURPOSE

The purpose of this administrative rule is to establish College policy regarding maintenance, housekeeping, sanitation and safety for the protection of occupants of Hillsborough Community College's educational facilities and ancillary plants.

## RULE

Hillsborough Community College will maintain a comprehensive program for maintenance, housekeeping, sanitation and safety in accordance with the rules of Chapter 6A-2 of the State Board of Education for educational facilities and ancillary plants.

The College will annually conduct a Safety to Life from Fire and safety inspection for all College facilities, to determine compliance with standards of sanitation and casualty safety as prescribed by Chapter 6A-2. In addition, the fire safety inspections of each educational and ancillary plant will be performed by individuals currently certified by the Division of the State Fire Marshall to be a fire safety inspector.

Following completion of the review, the College will prepare and forward a copy of the College's Chapter 6A-2 Safety to Life and Fire Safety Inspection Report to the Board of Trustees and the Office of Educational Facilities prior to the end of each fiscal year. This report will include a plan of action and a schedule for correction of each deficiency. As a follow up, the College will review the plan of action semi-annually to determine if each correction has been completed. The College will take prompt action to correct immediate life threatening deficiencies noted in an inspection or withdraw the educational or ancillary plant from use until the deficiency is corrected.

The College will adhere to the rules of the State Board of Education for maintenance, sanitation and housekeeping of the College's educational facilities. The College will inspect all facilities for compliance which will include scheduling personnel, providing adequate financing, fiscal control and staffing through an organized program for the maintenance, sanitation and housekeeping for facilities at the College.