



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Policy on Restroom Access, Cleanliness and Repair
NUMBER: BUL-735.1
ISSUER: Don Davis, Chief of Staff
Office of the Superintendent
DATE: July 30, 2007

ROUTING
Local District
Superintendents
Principals
Administrators
All Staff

POLICY: To set forth the District's student restroom repair and cleanliness policy and requirements related to student restrooms under state code, the Board of Education's Facilities Health and Safety Initiative, and the Campus Safety Inspection Initiative.

MAJOR CHANGES: None.

GUIDELINES: The following guidelines apply.

I. BACKGROUND

In February 2003, the Clean Restroom Initiative was developed to ensure that students have access to clean, functional restrooms. Subsequently, in September 2003, State legislation was enacted requiring clean, functional restrooms and imposing penalties for non-compliance. Our continued success requires the cooperation of all concerned parties (students, parents, teachers, administrators, and all school support staff) to maintain the restroom policies and standards outlined in this bulletin.

II. AVAILABILITY OF RESTROOMS

- A. All schools must make restrooms available to adequately serve student needs throughout the school day.
- B. Site plans must be maintained for each secondary school to specify where student restrooms are located and when they will be open each day.
- C. Information concerning availability of restrooms must be shared with the student body, faculty and parents at each school.
- D. An appropriate staff member must provide timely access for any student needing use of a restroom



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III. MONITORING AND CLEANING OF RESTROOMS

- A. Site administrators are ultimately responsible to ensure that restrooms are clean, in good repair, and open throughout the school day.
- B. Site administrators must ensure that School Facilities Attendants, Building & Grounds Workers, and Campus Aides whose positions are funded under the Restroom Initiative are fully dedicated to the cleaning, stocking, and/or monitoring of restrooms, as appropriate, throughout the school day.
- C. The following standards must be met in the cleaning of restrooms:

All surfaces and fixtures are to be disinfected and free of all soil and litter.

- Smudges, fingerprints, and graffiti are to be removed from dispensers.
- All paper and soap dispensers are to be stocked throughout the school day.
- Mirrors are to be cleaned and graffiti removed.
- All trash receptacles are to be emptied, relined, and disinfected.
- Floors are to be swept and mopped.
- Walls, partitions, doors, and door handles are to be cleaned, disinfected and graffiti removed.
- All chrome and metal work will be cleaned, disinfected, and dried.
- Vents, light fixtures and tops of partitions and doors shall be dusted.
- Unpleasant odors must be eliminated.
- All other graffiti shall be removed. If graffiti is etched into dispensers, partitions, mirrors, etc., or if the volume of graffiti is extensive, the Plant Manager should place a service call for assistance from the Maintenance & Operations Area.
- All repair needs shall be reported to the Plant Manager to place appropriate service calls.

The above standards shall be maintained per the following schedules at all schools:

1. A minimum of two times during the school day in every student restroom: spot-cleaning to maintain the above standard, disposal of trash, and restocking of soap and paper supplies as needed.
At secondary schools with School Facilities Attendants and/or Building & Grounds Workers funded under the Restroom Initiative, more frequent spot cleaning and restocking should occur during the school day.



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2. Full cleaning of each restroom and restocking of dispensers will be provided each evening by the custodial staff.
 3. The custodial staff must note each daytime or evening servicing of the restrooms on a Restroom Service Log.
- D. Custodial staff, campus aides, plant managers and site administrators shall randomly monitor restrooms daily.
- E. Local District Superintendents' staff shall inspect bathrooms at a minimum of thirty-three schools per week throughout the year.
- F. All District employees are encouraged to randomly inspect restrooms when visiting a school.
- G. Anyone inspecting a restroom is to report cleanliness issues or repair needs to the Principal or Plant Manager.
- H. The Plant Manager shall immediately resolve cleanliness/tidiness issues with the custodial staff, and on a daily basis place service calls for all repair needs. Each service call shall be documented and tracked on the Plant Manager's Service Call Log.

IV. REPAIRS

Restroom service call response standards by the responsible M & O Area shall be as follows:

- All emergency service calls (Immediate danger to health or safety of staff or students or property): Within 30 minutes.
Examples: Broken water line causing flooding
Major sewer line stoppage
Exterior restroom doors will not lock.
- All urgent service calls (Less immediate danger to health or safety, but would preclude students from continuing use of one or more restroom fixtures): Within 48 hours.
Examples: Minor plumbing stoppages, other site facilities are available
Obscene or gang-related graffiti
Broken restroom stall doors
Broken hand dryer



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- All routine service calls (No immediate danger to health or safety and does not preclude students from continuing use of any of the restroom fixtures): Within 30 days.

Examples: Replace ceiling tile.
Replace light cover
Sink faucet running slowly

IV. RESTROOM HOTLINE PROCEDURES

- A. Concerned individuals are encouraged to access the dedicated LAUSD Restroom Hotline by telephone at (800) 495-1191 or via the web at www.laschools.org/rrhotline to report specific student restroom issues.

Please record the following information:

1. The school name,
2. The location of the restroom(s) of concern,
3. The nature of the problem, and
4. If the caller chooses to do so, their name and telephone number.

B. Monitoring the Hotline

1. M&O Central will check for recorded calls at least twice daily,
2. M&O Central will log the date and time the Hotline is checked.

C. Logging Hotline Calls

1. M&O Central will document recorded calls on the "Restroom Hotline Form."
2. This record is then faxed to the responsible Local District M&O Area.
3. Regardless of whether the problem or concern has been resolved, the Local District M&O Area will respond to M&O Central by fax on the same "Restroom Hotline Form" with the results of their investigation within three working days of the original call.
4. M&O Central will log the Area response date, observations, and/or action(s) taken.

D. Follow-Up with the Caller

M&O Central will, if possible, contact the caller to inform them of the M & O Area's observations and/or the action(s) taken.

- E. Each school shall post the Restroom Hotline telephone number prominently at the main entrance of the school.



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VI. STUDENT INVOLVEMENT

- A. Students must be involved in supporting the clean restroom program. Emphasis must be directed toward not vandalizing or placing graffiti, as well as to clean-up after themselves to keep restroom areas clean and tidy.
- B. Expectations of responsible actions by students should be addressed through curriculum, assemblies, student leadership councils, athletic leaders, poster contests, school newspaper articles, or other proactive means. These activities should emphasize the respect that students should have for their school, themselves, and others needing to use clean and tidy restrooms.
- C. Schools will encourage student “pride of ownership” to help keep restrooms clean, tidy, and vandalism/graffiti-free. Students should be taught to respect the restrooms if they were their own.

VII. PARENT INVOLVEMENT

Schools will involve parents in setting student behavior standards to maintain clean, functioning restrooms on campus through PTA and booster club organizations, parenting classes, school safety committees, and other proactive measures. The Superintendent has directed each school to establish a group of at least five parents to participate in periodic restroom inspections.

VIII. STATE LEGISLATION

- A. In the fall of 2003, the California State Legislature passed into law two bills making it mandatory to use school maintenance funds to ensure that all facilities, including restroom facilities for pupils, are functional and that they meet the local hygiene standards generally applicable to public facilities. This includes:
 - 1. Keeping all student restrooms open during non-class periods and sufficient restrooms open to meet student needs during classes,
 - 2. Cleaning regularly,
 - 3. Maintaining in fully operational condition, and
 - 4. Stocking with soap and paper supplies.
- B. Any school district that fails to meet this standard will become ineligible for State school facilities deferred maintenance matching funds. The Los Angeles Unified School District could lose approximately \$30 million per year in State deferred maintenance matching funds if we do not keep our student restrooms up to this standard.



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- C. The Office of Public School Construction (OPSC) has established procedures for filing Restroom Maintenance Complaints (see attached forms). Such complaints may be filed by hard copy or by fax. Information is available on the OPSC website at www.opsc.dgs.ca.gov.

IX. FACILITIES HEALTH AND SAFETY INITIATIVE

In January 2004, the Board of Education approved a Facilities Health and Safety Initiative which requires the Superintendent:

- A. To highlight the District's health and safety standards for cafeterias and restrooms on-line at www.lausd-oehs.org.
- B. To provide a semi-annual report on the health and safety of cafeteria and bathroom facilities, trends, and corrective actions planned and taken.
- C. To develop a process and procedure to involve parent volunteers in restroom and cafeteria inspections.
- D. To brief local elected officials with jurisdictions within District boundaries on related District efforts, policies, and procedures so that they may be informed in their legislative activities and constituent interactions.

X. CAMPUS SAFETY INSPECTION INITIATIVE

In January, 2004, the District and the L. A. City Attorney's Office unveiled the details of a comprehensive Campus Safety Initiative (CSI) to effectively address health and safety concerns at District campuses. City and County inspectors will conduct joint inspections with District inspectors, as well as independent inspections, to monitor and assess current District inspection methods. They will continue to monitor the progress of the District's program and provide advice and training to assist the District with effective implementation of changes.

**Any concerned individual is invited to call the dedicated LAUSD Restroom Hotline
(800) 495-1191**



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AUTHORITY: This is a policy of the Board of Education, as well as State code and the joint District/L. A. City/County Campus Safety Inspection Initiative.

RELATED www.laschools.org/rrhotline

RESOURCES: www.opsc.dgs.ca.gov

www.lausd-oehs.org

ASSISTANCE: For assistance or further information, please contact the Local District Superintendent, or for facility repair/cleanliness issues contact Maintenance & Operations at (213) 241-0352.