

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

October 28 , 1992

DECS O R D E R
No. 103, s. 1992

ORGANIZATION OF MAINTENANCE TEAMS AT THE SCHOOL LEVEL

To: Regional Directors
Schools Superintendents

1. One of the major concerns of this Department is to help provide public elementary schools with educational facilities in order to facilitate and enhance learning through a stimulating and comfortable environment.
2. It has been observed, however, that due to inadequate maintenance, these facilities deteriorate rapidly resulting in poor physical conditions of many schools. The cost of repair of damaged facilities and acquisition of new ones has increased.
3. To minimize wastage due to poor maintenance, to prolong the serviceability of these facilities, and to insure a conducive learning environment for school children, it is desired that all schools implement a school maintenance program to be managed by a school maintenance team headed by the school administrator.
4. Division superintendents and district supervisors are requested to closely monitor this activity. A report on the organization of maintenance teams and its annual school maintenance plan shall be submitted to the Physical Facilities Division, Bureau of Elementary Education, DECS, UL Complex, Pasig, Metro Manila together with the report on the progress of the school in meeting its targets.
5. Inclosed are sample charts for the organization of said teams, sample annual school maintenance plan, suggested maintenance activities that can be performed by the teams, and sample monitoring form.
6. Immediate dissemination of the contents of this Order to all concerned is desired.

(SGD.) ARMAND V. FABELLA
Secretary

Incl.: As stated

Reference: None

Allotment: 1-2--(M.O. 1-87)

To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
PROGRAM, SCHOOL

REPORT
SCHOOLS

Inclosure to DECS Order No. 103 s. 1992

MAINTENANCE OF SCHOOL SITE

1. Drainage

- a. Construct drainage wide enough to allow free flow of water. This should be covered for safety and sanitation, as well as for aesthetic reason.
- b. Clean drainage regularly.
- c. Repair any damage immediately.

2. Gates

- a. Paint gates with lead paint and apply oil on hinges to prevent rust or decay.
- b. Repair immediately detached and broken parts.
- c. Lock gates after classes and during non-school days.

3. Playground

- a. Maintain plants at appropriate places and lay out proper drainage to prevent erosion.
- b. Avoid unnecessary diggings.
- c. Improve/Level irregular terrain as needed.
- d. Keep the playground clean and safe.

4. Paths

- a. Fill cracks on the concrete pavement with cement mortar to avoid further damage. Cement mortar should be applied with paint brush or with cement trowel.
- b. Plant shallow-rooted ornamental plants along the sides and trim them properly.
- c. Keep paths clean and properly drained.
- d. Construct drainage or canals on both sides of the pathways.

5. Fences

- a. Plaster cracks on cement walls.
- b. Leave fence free of vine and other clinging plants.

- c. Paint fence with lead paint if it is made of metal to prevent rust.
- d. Observe proper distance in planting trees near the fence.

6. Garden

- a. Lay out the garden/s in such a way that all available areas are utilized appropriately.
- b. Provide separate space for vegetable gardens.
- c. Practice crop rotation to maintain the fertility of the soil and/or terracing to prevent erosion.
- d. Provide compost pit and/or compost pile.
- e. Fence gardens to prevent destruction of plants.

Maintenance of Schoolbuildings

1. Roof and Roof Framing

- a. Before and after a typhoon, inspect the roof for loose nails in caps on roof sheets, side laps, ridge rolls, flashings, fascia boards and make necessary repair or replacement.
- b. Regularly inspect gutter of dirt to prevent clogs in downspouts.
- c. Remove rust from joints of downspouts, overlap of gutters, seams sheet holes, and apply sealant and antirust chemical solution and paint.
- d. Inspect concrete gutter for cracks and seal them with epoxy coat.

2. Ceiling Boards and Joist

- a. Inspect ceiling for plywood warps and sags, loose nails or insect infestation and apply corrective measures.
- b. Replace deteriorating ceiling joists with treated wood.

3. Window Jamb and Jalousie

- a. Tighten immediately loose jalousie clips and jamb joints.

b. Replace immediately broken jalousie blades.

c. Paint window grills/bars.

4. Door and Door Jamb

a. Provide immediate replacements of broken parts like door locks, hinges, etc.

b. Paint door shutters with at least three (3) coatings of paint to preserve strength and surface appearance.

c. Avoid slamming the door when closing it.

5. Wall and Partition

a. Use appropriate hooks when using the wall/partition as a display board to preserve its surface.

b. Protect wooden partition from water seepage.

c. Observe care in manipulating movable partitions.

d. Keep walls clean and free from writings and unnecessary displays.

6. Flooring and Floor Framing

a. Replace deteriorating joist with treated wood.

b. Replace broken portions of the floor to prevent further damage.

c. Dry wet floor immediately to prevent absorption of water that can damage it.

d. Seal cracks in concrete slabs with appropriate sealant to prevent loosening of the slabs and seepage to internal parts.

e. Fix areas with loose protruding nails.

7. Porch and Corridors

a. Plaster with cement mortar all holes and cracks found in concrete slab.

b. Keep iron grills painted to prevent rust.

c. If iron grills show rust brush thoroughly to remove it and apply metal paint.

8. Stairway

- a. Avoid sliding down the handrails.
- b. Paint iron handrails periodically to prevent rusting.

9. Kitchen/Toilets and Plumbing Fixtures

- a. Familiarize the students with the parts and fixtures of the toilets and their proper use.
- b. Call a plumber in case of clogged toilets/septic tanks.

10. Manual Water Pumps/Washing and Drinking Facilities

- a. Install manual water pumps at least thirty (30) meters away from the septic tanks.
- b. Check parts and replace defective ones immediately.
- c. Advise children to avoid playing with the pump.

11. Electrical Installation

- a. Avoid the use of octopus connection.
- b. Switch off all equipment, machine, electrical switches after using and before leaving the room.
- c. Never allow students to use any electrical outlet without teacher supervision.
- d. Check electrical wirings regularly and replace defective ones.

Other Maintenance Jobs

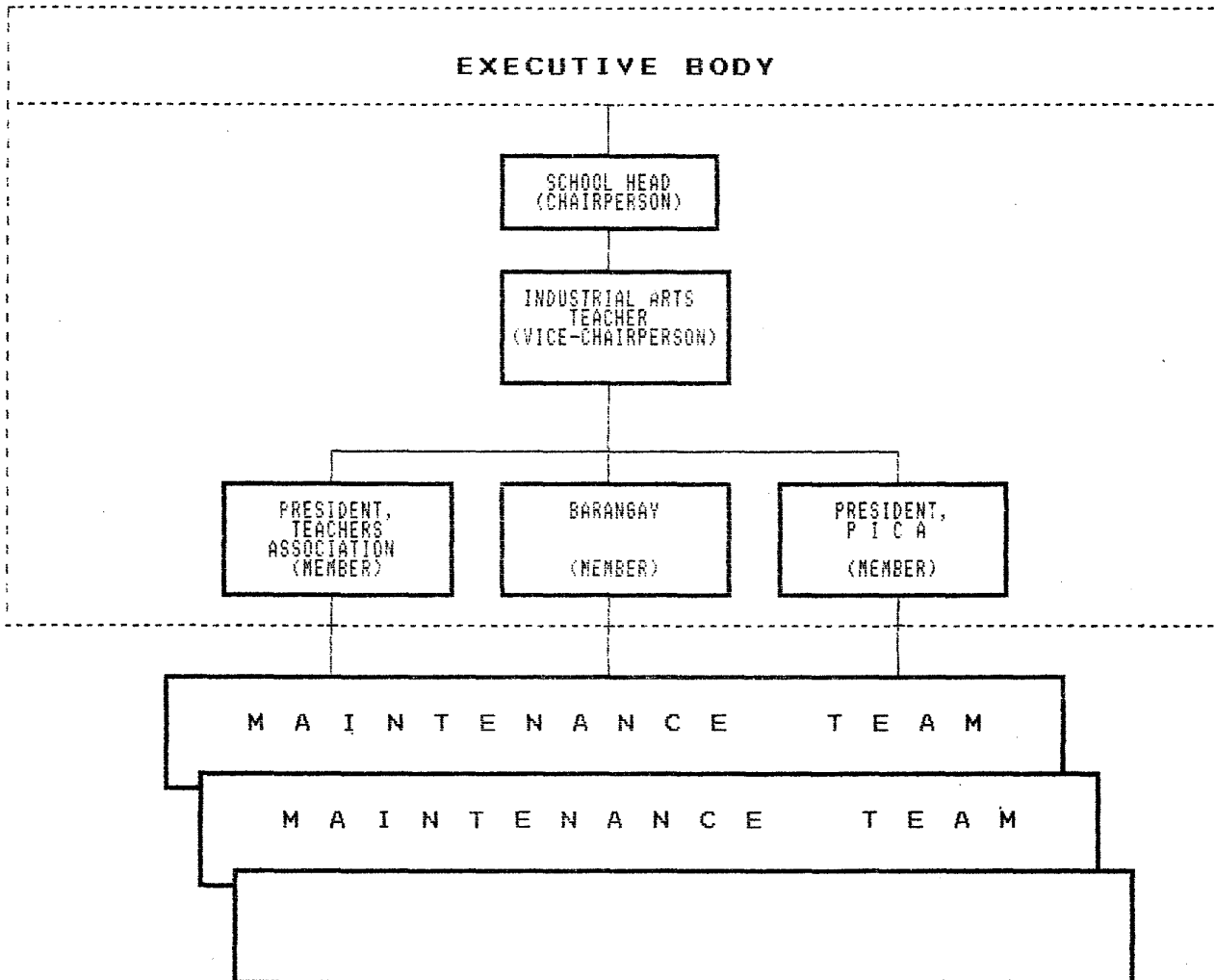
1. Inspect wooden components of the buildings for the presence of termites and wood-boring insects. Replace deteriorated ones and treat less damaged parts with chemicals like solignum.
2. Use hard wood in door and window jambs.
3. Paint building once every 5 years preferably during the dry season. Use appropriate semi-gloss or gloss paint on walls and ceilings.
4. Clean inside part of overhead water tank, remove sediments by opening the drain gate valve at bottom of the tanks and replace water content regularly.
5. Inspect pump for worn-out washers.
6. Have full septic tank dredged, as necessary.

7. Read thoroughly manual of operation or instruction of any electrical or electronic equipment before using it.
8. Use only appropriate fuse to ensure safe and continuous flow of electric current.
9. An appliance of a certain voltage should always be connected to an outlet of the same voltage. Label outlets and appliances with the right voltage.

**SAMPLE ORGANIZATIONAL CHARTS FOR
THE SCHOOL MAINTENANCE MANAGEMENT COMMITTEE**

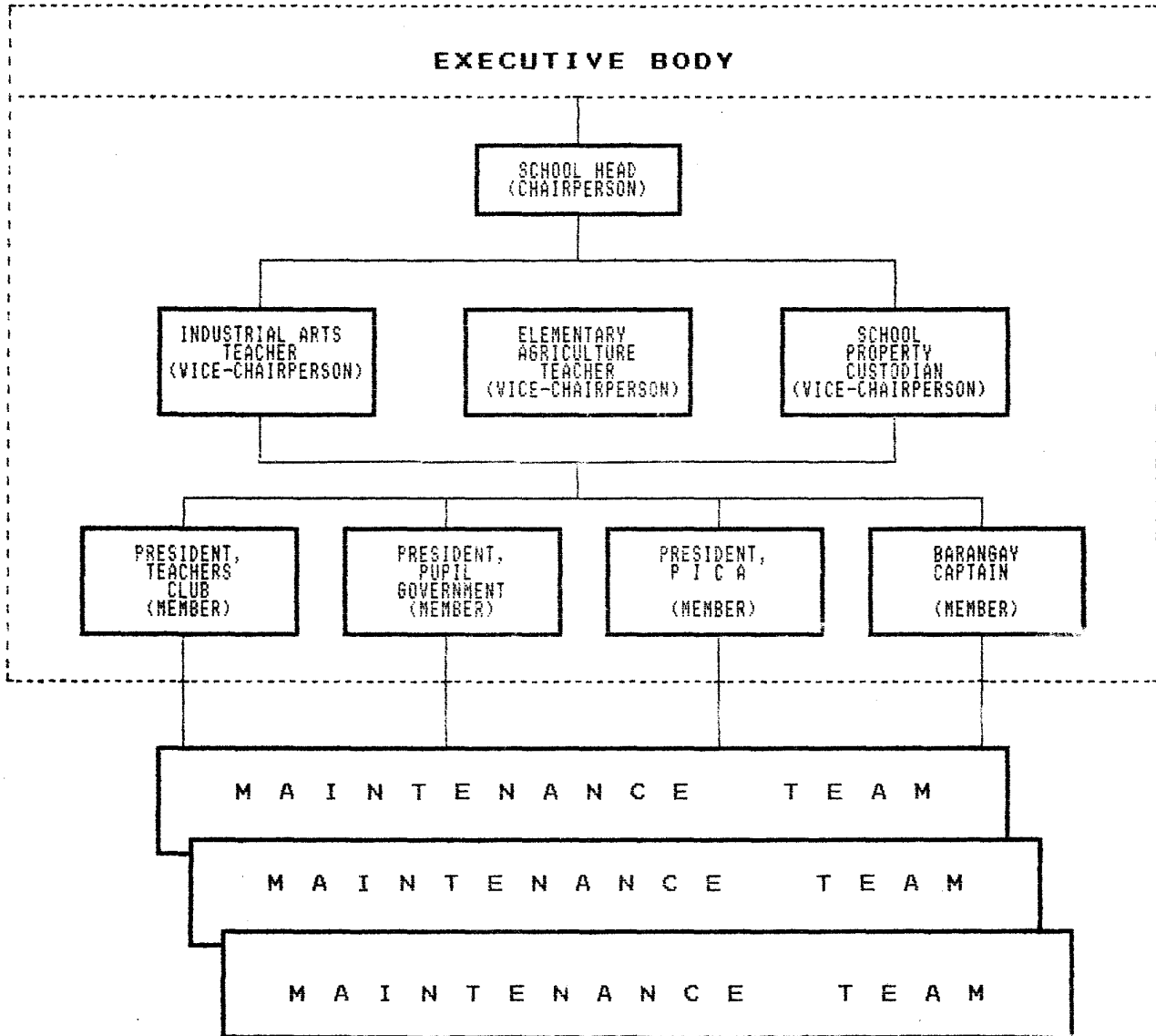
(SMALL ELEMENTARY SCHOOL)

Figure 1



<BIG ELEMENTARY SCHOOL>

Figure 2



SAMPLE ANNUAL SCHOOL MAINTENANCE PLAN

FORM 1

Item	Priority Level	Work	Period Covered	Timetable	Cost Estimates	Source of Funds	Remarks
Roofs of R.B.	1	Replacement of 3 G.I. sheets (No. 26; 10 ft)		2 days		MOE School/FICA	Specialization services adhered to
Broken tablet chair	2	Repair of legs of 20 pieces of broken chairs		2 days	P 200	School/PECA	accomplished as scheduled
Repair of broken blackboard apparatus * SEESAW * SWING	3	Replacement of wooden parts tightening of bolts and nuts		2 days	500	Donation	

