

FACILITIES

Operations and Maintenance of Buildings, Grounds, and Equipment

Indoor and Outdoor Bleachers

This regulation supersedes Regulation 8580.1.

I. PURPOSE

To establish procedures for operating and maintaining indoor gymnasium bleachers in middle, high, and secondary schools.

To establish procedures for inspecting and maintaining outdoor bleachers at all schools that have outdoor bleachers.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been reviewed and there are no changes at this time.

III. INDOOR BLEACHERS

A. Training

Only those staff members who have received training provided by facilities management personnel may operate the bleachers. Each school shall have available two trained staff members to inspect and operate the bleachers during any time of the day this service is needed.

Schools shall contact the Office of Facilities Management to arrange for training when needed.

B. Inspections

Experience in a number of school divisions has demonstrated that the safe operation of indoor bleachers requires regular inspections when opening and closing them.

1. School Staff

Specified staff members in each middle, high, and secondary school shall inspect gymnasium bleachers each time they are opened for use and when they are closed. The inspection check list (Attachment A) specifies the items that must be evaluated each time bleachers are opened and closed.

2. Facilities Management

The Office of Facilities Management shall inspect middle school bleachers annually and high and secondary bleachers semiannually (once each semester) for structural soundness and proper operation. Needed repairs identified in these inspections shall be made by the Office of Facilities Management. Schools shall contact the Office of Facilities Management if conditions necessitate additional special inspections.

C. Operation

1. Electrically operated bleachers shall be opened and closed by trained school staff members only. Students are not permitted to operate this equipment.
2. Principals and program managers are responsible for ensuring that keys for electrically operated bleachers are provided only to school staff members trained in the operation of the bleachers.
3. Manually operated bleachers shall be opened and closed by trained personnel only. Extension handles designed for this purpose shall be used. Students are not permitted to operate this equipment.
4. Bleachers shall be opened to the full extent and aligned with floor limit marks.
5. Where applicable, bleacher side rails and handrails shall be inserted for the safety of spectators and to ensure that bleachers are properly extended.
6. Schools shall report needed repairs to the Office of Facilities Management. When necessary for the safety of students, bleachers shall be taken out of service until repairs are made. Equipment taken out of service shall be tagged and locked.

Under no circumstances shall any person other than authorized facilities management staff members put such bleachers back into service or in any way operate them.

D. Modifications

Any modifications to the bleachers recommended by the manufacturer for safety reasons shall be made only by the Department of Facilities and Transportation Services.

IV. OUTDOOR BLEACHERS

A. Training

At least two staff members from each middle, high, and secondary school shall be identified for training in the inspection of outdoor bleachers. The Office of Facilities Management shall provide this training. Students shall not be used to inspect, modify, or repair bleachers. Schools shall contact facilities management to arrange training as needed.

B. Inspections

1. School Staff

The safe use of outdoor bleachers requires their regular inspection.

Specified school staff members in middle, high, and secondary schools shall inspect outdoor bleachers before and after each use and at least monthly during all off-seasons. The off-season inspections are required because the bleachers are accessible to the public even when not being used by the school.

A list of items to examine during these inspections is provided in Attachment B.

2. Facilities Management Staff

The Office of Facilities Management shall inspect all outdoor bleachers with a school staff member in accordance with the schedule given below. Elementary schools shall be inspected annually. Facilities management personnel shall initiate work orders for repairs identified during their inspections.

Football Bleachers:

Stadium bleachers shall be inspected each year during the month of July, and repairs shall be completed prior to the opening of the football season. Scheduled inspections also shall be made annually during October and April. Problems found during the April inspection shall be corrected before graduation practice begins.

Baseball Bleachers:

Baseball bleachers shall be inspected annually during February, and repairs shall be completed prior to the start of the baseball season.

C. Reporting Bleacher Repairs

Needed repairs shall be reported by bleacher section number to the Office of Facilities Management by submitting a work order online. A broken bleacher board shall be considered an emergency and reported immediately to the Work Order Section, 703-764-2415.

School staff members shall not mark boards for replacement. If a board is not broken, but replacement is thought to be necessary, the school shall request a special inspection by the Office of Facilities Management.

D. Emergency Situations

1. School Staff Members

School staff members are responsible for securing any area where broken bleachers, handrails, or support members are observed.

2. Facilities Management

Facilities management shall take immediate action when notified of an emergency situation involving bleachers.

INDOOR BLEACHER INSPECTION

The inspection and operation of bleachers shall be done only by trained personnel. **Students shall not be allowed to inspect or operate bleachers.**

PRIOR TO USE

1. Check under bleachers before operating them.
2. Pull bleachers out to full extension.
3. Align the front of the bleachers with the floor limit marks.
4. Assure that row locks at the bottom of the bleachers are engaged.
5. Assure that seat and footboards are secure.
6. Install safety handrails on the sides and aisles of the bleachers.
7. Assure that all rows of bleachers are straight and level.

IF ANY OF THE ABOVE CONDITIONS ARE NOT MET, THE BLEACHERS SHALL NOT BE USED. REPORT PROBLEMS TO FACILITIES MANAGEMENT PROMPTLY.

PRIOR TO CLOSING

1. Clean all cans, paper, food, and other debris from beneath the bleachers.
2. Check under the bleachers immediately before closing them to make sure that no people are behind or under the bleachers.
3. Remove handrails.
4. Assure that no material or equipment is stored under bleachers.
5. Assure that no material or equipment is stored in the bleachers.
6. Negligence on behalf of school personnel may cause the school to be billed for damage to the bleachers.

AFTER CLOSING

Lock the bleachers, and store the operator key for electrically operated bleachers in a secure place.

OUTDOOR BLEACHER INSPECTIONS

The inspection of the bleachers shall be done only by staff members. **This responsibility shall not be delegated to students.**

PRIOR TO USE: INSPECT BLEACHERS TO DETERMINE IF THE FOLLOWING CONDITIONS ARE MET:

1. Seatboards, footboards, steps, and walkways are in good condition with no cracks or breaks. (Broken boards should be reported to the Work Order Section by calling 703-764-2415.)
2. Handrails are stable.
3. Aisles and walkways are clear of obstructions.
4. Safety fencing is secure and free of holes.
5. Section numbers are in place.

AFTER USE: INSPECT BLEACHERS IMMEDIATELY AFTER EVENTS OR AS SOON THEREAFTER AS POSSIBLE:

1. Check boards for breakage. (Broken boards should be reported to the Work Order Section by calling 703-764-2415.)
2. Determine if handrails and safety fencing are secure.
3. Ensure that section numbers are in place.
4. Remove all food and debris found on and under bleachers.
5. Report any maintenance requests to the Office of Facilities Management.