



WORK INSTRUCTION

Placement of Portable Toilets

FAC-W031

1.0 SCOPE:

- 1.1 Pre-approved temporary placement of Portable (Chemical) Toilet on school district property by community groups or district programs.

2.0 INSTRUCTION:

- 2.1 Request approval by completing and submitting form FAC-F052 Portable Toilet Placement Request to the Salem-Keizer Public Schools Maintenance Department.
- 2.2 Placement will adhere to the following guidelines:
 - 2.2.1 Placement is to be where the chemical truck can deliver the toilets without driving onto the fields, lawns, sidewalks, or tracks.
 - 2.2.2 The chemical truck can reach the toilets for maintenance as stated above.
 - 2.2.3 The chemical toilets are properly secured to prevent tipping over or moving of the toilet. No stakes are allowed to be used on paved areas.
 - 2.2.4 Placement of toilets cannot obstruct foot or vehicular traffic at any time (Such as blocking a gate, sidewalk, fire lane, etc.).
 - 2.2.5 Toilets are to be placed 50 feet away from buildings and combustibles.
 - 2.2.6 Use of non-flammable, alcohol free, hand sanitizer is preferred.
 - 2.2.7 Prior approval from the site administrator or designee and SKPS Maintenance Department must be acquired prior to placement of the toilets.
 - 2.2.8 Toilets may be delivered 24 hours prior to start of season or event and need to be removed from site within 24 hours of end of season or event or upon demand from school.
 - 2.2.9 Organizations approved to place portable toilets are responsible to clean or repair vandalism and "tagging" within 24 hours. School district may clean, or repair vandalism left more than 24 hours at the expense of organization that placed the portable toilet.
- 2.3 User will maintain insurance: general liability and property loss.

3.0 APPLICABILITY:

- 3.1 District staff
- 3.2 Community

4.0 REVISION HISTORY:

Date	Revision Ref.	Description
8/7/14		Original
9/22/15		Edited 2.1 and approval authority
5/25/22		Updated reference to form FAC-F052; text and grammar corrections

5.0 APPROVAL AUTHORITY:

- 5.1 Maintenance Manager

Approval on file _____
Signature Date