

Facilities Management SOP

School Administration

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a facilities-management SOP — daily operations, cleaning and sanitation, utilities, safety checks, repairs and complaint handling across the campus — so the school runs smoothly and safely every day. Use it to run facilities. For maintenance planning use the Preventive Maintenance & AMC Plan tool.

Purpose of this tool & output

Keep the campus clean, safe and functional

How the output is used

Use the SOP to keep the campus clean, safe and functional.

Important cautions

Clean, functional toilets and working safety equipment are basics parents judge you on; log and close repairs quickly, and never skip safety checks.

Companion documents

- Lab & Library Management
- Canteen & Food Safety Management
- Transport Operations Management
- Housekeeping & Sanitation SOP
- Procurement & Vendor Management
- Green Campus & Sustainability Plan

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.