

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

BUILDINGS AND SITES

Asbestos

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all schools whose facilities contain asbestos building materials follow the requirements of the Occupational Safety and Health Act (OSHA).

These requirements include the following:

- 1) Maintenance of an Asbestos Management Plan. This Plan must be made available to all who request to see it.
- 2) Designate someone to oversee the asbestos related activities in the school including a 6 month walk through of asbestos containing areas for surveillance purposes. Records must be kept for the semi-annual walk throughs.
- 3) Posted Notification signs on or near the asbestos containing building materials.
- 4) Annual notification to employees, parents and students that asbestos containing building materials are present in the facility.
- 5) Three-year re-inspection must be completed by an asbestos inspection firm selected by the Diocesan Director of Property Management, Safety and Security.
- 6) Annual training for employees (custodians and maintenance workers) who will be working around asbestos containing materials.
- 7) Contact the Diocesan Director of Property Management, Safety and Security if asbestos containing materials have been disturbed or any removal or abatement of asbestos containing materials is planned.

Policy Adopted:	June 21, 2005
Policy Revised:	May 19, 2008
Policy Reviewed:	March 25, 2013
	July 30, 2021
	August 2026

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Facility Usage

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all Catholic schools will utilize the Diocese of Des Moines Facility Usage Guide when non-parish sponsored or unaffiliated groups request the use of parish facilities on a short-term basis.

Diocese of Des Moines Facility Usage Guide is found on the diocesan website:

[Facility Usage Guide.pdf](#)

Policy Adopted: August 2026

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Risk Management

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that all Catholic schools will proactively protect the school's students, staff, assets, and reputation by establishing a systematic, annual review of operational and physical risks. Risk management is an ongoing obligation that requires regular re-evaluation.

School administrators shall designate a specific individual to serve as the Risk Management Officer (RMO) for each school year. A comprehensive Risk Assessment must be completed annually. The annual assessment conducted by the RMO should evaluate risks across the following core areas: fire safety, electrical, security, fall safety, equipment, chemical storage, exterior, play areas, life safety, and automobile liability.

Upon completion of the annual risk assessment, the RMO shall submit a written report to the administrator detailing:

1. Identified risks or vulnerabilities.
2. Action steps taken or required to mitigate those risks.
3. Any resource or budgetary requests needed to achieve compliance.

Policy Adopted: September 2026