

## BUILDINGS AND GROUNDS MAINTENANCE

### Operation and Maintenance of Physical Plant

#### Responsibility

The Board shall be responsible for the maintenance and upkeep of all school buildings, providing the necessary heat, light, water, power, supplies and utilities.

Responsibility for planning and carrying out the maintenance program is the task of the Assistant Superintendent, the administrative staff and the building principals.

All school buildings shall be inspected periodically to assure that all are maintained at the highest level of safety.

The principal or designated person shall inspect the playgrounds and the playground equipment on a periodical basis. School employees and students shall be instructed to report dangerous and/or defective conditions of the grounds and/or equipment, to the principal.

Requests for improvements will be submitted through the building principal to the Assistant Superintendent. Major alterations must be approved by the Board.

Preventive maintenance is a requirement for efficient and economic building operation. A program shall be developed, scheduled and implemented for the proper upkeep of the school plant, including all property and equipment.

#### Repairs

Repairs shall be scheduled to maintain the buildings in a safe and sanitary condition and to meet the requirements of state standards.

The need for emergency repairs shall be immediately reported to the principal and/or head custodian who may take such steps as necessary pending instructions from the Assistant Superintendent and/or the supervisor of buildings and grounds.

#### Grounds

Major improvements to school grounds will be presented for inclusion in the annual school budget or as a part of a bond issue.

School grounds will be maintained in a safe, functional and reasonably attractive condition.

[Adoption date: September 25, 1995]

