

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT

CL  
(REGULATION)

PROCEDURES

The Superintendent or designee shall establish procedures to provide accurate information regarding the nature, condition, location, and value of all school property; to safeguard property against loss, damage, or undue depreciation; to recover, replace, or restore to usefulness property which may be lost, stolen, or damaged; and to take any necessary action to ensure the proper maintenance and safekeeping of school property.

DESIGNATED

The Superintendent or designee shall designate a person at each school building, warehouse, stadium, and administration building to be responsible for all properties belonging to or located on those premises. Teachers and other employees shall be held responsible for the care of properties located within their assigned areas.

ENERGY  
CONSERVATION

Each employee is responsible for increasing energy awareness and promoting ways to conserve energy including but not limited to turning off lights when leaving a room, ensuring that doors to the outside close promptly, and avoiding the use of personal electrical devices (i.e. fans, lamps, heaters).

REPORTING

Campus administrators and facility supervisors are responsible for notifying the Support Services Department regarding any concerns pertaining to the buildings, grounds, and equipment, especially those impacting cost efficiency.