

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Buildings, Facilities, Grounds, Vehicles and Equipment-Generally

A. Preventive Maintenance

~~The board believes that a~~ A proper program of preventive maintenance is a requirement for efficient, economic ~~facilities building~~ operation. The ~~S~~superintendent or designee is directed to maintain a proper preventive maintenance program and, in the bud-get recommendations, to include adequate funds to sustain this program.

B. Emergency Repairs

The ~~S~~superintendent or ~~his~~ designee may authorize separate contracts for emergency repairs to ~~facilities~~ school property, in accordance with applicable law, policy and regulation and consistent with School Division purchasing and financial procedures ~~between board meetings and without advertisement~~, whenever necessary to keep such facilities property functioning efficiently and safely.

C. School Division Grounds

School Division grounds shall be maintained in a safe, functional, reasonably attractive condition. The ~~S~~superintendent or designee shall include in the budget recommendation funds for the upkeep of grounds in the manner described by this Ppolicy.

D. Replacement

All School Division equipment shall be placed on a replacement schedule as soon as feasible, and the ~~S~~superintendent or designee shall include in the recommended budget funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors. Replacement of equipment, other than approved in the adopted budget, shall be considered in an emergency situation only.

E. Responsibility -- Principals or Building Administrator

The principal or building administrator or their designee, in cooperation with the Department of School Support Services~~office of school plant and supply~~, shall be responsible for the operation and maintenance of the assigned facility~~plant to which he/she is assigned~~. The principal or building administrator or designee shall have line authority over the custodial staff and shall be responsible for reporting all problems which require the attention of the appropriate Department or Office~~maintenance department~~

F. Definition

For this Policy, all School Board and School Division owned, operated or leased buildings, facilities, grounds, vehicles or equipment will be referred to as "facilities:"

Adopted by School Board: February 16, 1993

Amended by School Board: September 28, 2021

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Lannetti