

# FOX CHAPEL AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: May 10, 2010

REVISED:

704. MAINTENANCE	
1. Purpose	Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.
2. Authority SC 701	The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"><li>1. Regular program of facilities repair and conditioning.</li><li>2. Critical spare parts inventory.</li><li>3. Equipment replacement program.</li><li>4. Long-range plans for building modernization and conditioning.</li></ol> <p>The Superintendent or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.</p> <p>A preventative maintenance schedule for mechanical equipment and vehicles shall be maintained in the office of the Coordinator of Ancillary Services.</p> <p>Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Superintendent or designee as to the findings of that inspection.</p> <p>The Superintendent shall report annually to the Board regarding the current maintenance and improvement program.</p>