

## **MAINTENANCE AND CONTROL OF MATERIALS AND EQUIPMENT**

The Board of Education believes that the district is responsible for using and maintaining its property and equipment appropriately and adequately so that the taxpayers will get the most benefit from their investment. Therefore, the district shall adopt a maintenance program that:

1. Keeps equipment in safe operating condition
2. Defines acceptable use of district property (including but not limited to tools, equipment, motorized equipment, vehicles, etc.)
3. Prevents premature deterioration of district equipment
3. Establishes a systematic method of scheduling and prioritizing preventative maintenance and repairs
4. Establishes a replacement schedule for district equipment so it will not be retained when it is no longer economical to keep it in use

The Director of Facilities Services shall develop procedures for providing routine maintenance and/or repair by school employees and for employing outside contractors whenever district personnel or equipment are not adequate for the task.

The superintendent shall include in his recommended budget adequate funds to support both the preventive maintenance and replacement schedules.

Employees who are issued district property are expected to operate and use the equipment in a safe manner, in accordance with acceptable use of the specific equipment, in a manner that prevents premature deterioration or damage and in accordance with manufacturers' guidelines and applicable local, state, and/or federal law(s).

Use of district property is limited to conducting district business: there is to be no personal or unauthorized use of district property nor shall unauthorized persons be allowed to ride in or operate district equipment or vehicles.

Employees who violate this policy shall be subject to disciplinary action up to and including termination.

Adopted prior to 1985

Revised to conform with practice: date of manual adoption

Revised May 15, 1991

Revised August 19, 2009

Cross Ref: DID, Inventories