

MAINTENANCE

POLICY:

Facilities Maintenance

The superintendent or designee will provide for a program to maintain the district physical plant and grounds by way of a continuous program of repair, maintenance and reconditioning. Budget recommendations will be made each year to meet these needs and any such needs arising from an emergency.

It shall be the policy of the Lake Stevens School District that all routine maintenance be handled through the Facilities Department. Building Repair Request Forms are required for all but emergency maintenance. The Building Repair Request Form must follow any emergency maintenance as soon as possible.

All requests for maintenance which constitute an improvement or remodeling of an existing facility must have the approval of the Board of Directors. Requests for such work should be routed through the Construction and Planning Department.

Playground Equipment

The board recognizes that playground equipment is an essential part of a complete school facility. All playground equipment, whether purchased by the district or donated by a community or school-related group, should be assessed in terms of suitability and durability and for possible health or safety hazards. Consideration will also be given to potential hazards when the playground is unsupervised during non-school hours.

The superintendent or designee will develop specifications for playground equipment and related play surfaces. These specifications shall serve as criteria for the selection of playground equipment. Selection and installation of playground equipment will be based upon safety and contribution to child development.

Destruction of School Property

Staff will ensure that buildings, grounds, equipment and furniture are not abused. Students or non-students who abuse school property may be disciplined and required to pay for the damage incurred.

The superintendent or designee will establish procedures for the investigation and reporting of damage or loss and will initiate action to collect for damages. A student's diploma may be withheld until restitution is made.

POLICY NO. 3090
Adopted: 2-14-79
Revised: 1-10-24

Cross References: 5560 - Student Fees, Fines, or Charges

Legal References: RCW 28A.335.300 Playground matting
RCW 28A.635.060 Defacing or injuring school
property — Liability of pupil, parent, or guardian —
Withholding, diploma, — Suspension and restitution
— Community service program as alternative —
Publication of information on withheld diplomas -
Student Rights protected

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PROCEDURES:

1. A copy of all routine maintenance Building Repair Request forms noting the disposition of the request will be retained in the Work Order Maintenance system for the originator to access.

Playground Equipment

Plans to install playground equipment, either temporarily or permanently at a school site, will be reviewed by a committee coordinated by the Construction and Planning department and other appropriate staff members. A representative from the current insurance carrier may be contacted prior to installation.

Guidelines:

- A. Equipment must meet the safety criteria listed below:
 1. All playground equipment must have an immediate ground surface which limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur;
 2. Equipment is to be placed so as to take advantage of topography of surrounding terrain and far enough apart so that there will be a dispersion of children allowing safe, free movement with the least possible congestion;
 3. All equipment is to be free from hazardous protrusions, points and sharp edges.
 4. Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote will not be used;
 5. Equipment that is low to the ground and with a six (6) foot maximum vertical limit is preferred;
 6. All moving parts are to be concealed and be designed to minimize the chances of pinching or catching of clothing or of body; and
 7. All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative.

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- B. Equipment should require a minimum of maintenance, specifically for replacement of parts and painting;
- C. Equipment should be aesthetically appealing, and encourage active and creative use;
- D. Equipment should be difficult to vandalize; and
- E. Unpadded cement or steel stationary poles should not be in areas intended for running games.

The Facilities supervisor will coordinate installation of approved equipment with the school principal. Quarterly inspections will be conducted.