

**BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:
RECORDS AND REPORTS
CLD (REGULATION)**

DAMAGED OR LOST PROPERTY

In the event of burglary, vandalism, or any activity that results in damaged or lost District property, employees must report the incident to the principal or immediate supervisor. The principal will notify MISD police and the Department Head affected by the damaged or lost property. If the losses are of items purchased with federal funds, a copy of the report will be provided to the funding source.

ELEMENTARY SCHOOLS PLAYGROUND EQUIPMENT

To place any piece of playground equipment on Midland Independent School District grounds, the principal must submit a proposal to the appropriate Executive Director of Elementary Education and the Director of School Plant Services for approval. The proposal shall include the general characteristics of the type and design of the equipment. School Plant Services maintains a current list of approved equipment and companies to assist in planning equipment proposals.

APPROVED – JANUARY 2015