

# FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704
Status	Active
Adopted	May 10, 2010
Last Revised	January 13, 2025
Last Reviewed	November 12, 2024

## **Purpose**

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

## **Authority**

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.[\[1\]](#)[\[2\]](#)

## **Delegation of Responsibility**

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of maintenance, repair and improvement of buildings and facilities.
2. Critical spare parts inventory.
3. Equipment replacement program.
4. Long-range plans for building modernization and conditioning.

The Superintendent or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.

A preventative maintenance schedule for mechanical equipment and vehicles shall be maintained in the office of the Director of Ancillary Services.

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.

The Superintendent shall report annually to the Board regarding the current maintenance and improvement program.

Legal

[1. 24 P.S. 701](#)

[2. 24 P.S. 742](#)

[25 PA Code 171.1 et seq](#)