

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Buildings, Facilities, Grounds, Vehicles and Equipment-Generally

A. Preventive Maintenance

A proper program of preventive maintenance is a requirement for efficient, economic facilities operation. The Superintendent or designee is directed to maintain a proper preventive maintenance program and, **shall include** in the **recommended** budget **recommendations, to include adequate** funds to **maintain preventive maintenancesustain this program**.

B. Emergency Repairs

The Superintendent or designee may authorize separate contracts for emergency repairs to facilities, in accordance with applicable law, policy and regulation and consistent with School Division purchasing and financial procedures whenever necessary to keep such facilities property functioning efficiently and safely.

C. School Grounds

School Division grounds shall be maintained in a safe, functional, reasonably attractive condition. The Superintendent or designee shall include in the budget recommendation funds for the upkeep of grounds in the manner described by this Policy.

D. Replacement

All School Division equipment shall be placed on a replacement schedule as soon as feasible, and the Superintendent or designee shall include in the recommended budget funds to maintain the replacement schedule.

Requests for replacement of equipment shall be submitted by principals and other supervisors. Replacement of equipment, other than approved in the adopted budget, shall be considered in an emergency situation only.

E. Responsibility - Principals or Building Administrator

The principal or building administrator or their designee, in cooperation with the Department of School Support Services, shall be responsible for the operation and maintenance of the assigned facility. The principal or building administrator or designee shall have line authority over the custodial staff and shall be responsible for

reporting all problems which require the attention of the appropriate Department or Office.

F. Definition

For this Policy, all School Board and School Division owned, operated or leased buildings, facilities, grounds, vehicles or equipment will be referred to as “facilities”.

Adopted by School Board: February 16, 1993

Amended by School Board: September 28, 2021

Amended by School Board: 2026

APPROVED AS TO
LEGAL SUFFICIENCY


