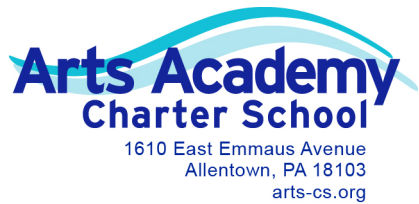


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## Board Policy 5.2

### Maintenance

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

The Board directs that a continuous program of inspection and maintenance of all school buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.

The care, custody, and safekeeping of all school property shall be the general responsibility of Building Manager and Business Manager, who will be responsible for the constant review of school building needs, maintenance of school property and the operation of school plants, and the employment and training of maintenance and custodial personnel. The Building Manager shall coordinate all services with the Principal to ensure the least amount of educational disruption possible.

The Building Manager shall develop and supervise a maintenance program which shall include:

Regular program of facilities repair and conditioning.

1. Critical spare parts inventory.
2. Equipment replacement program.
3. Long-range plans for building modernization and conditioning.

The Building Manager shall develop guidelines necessary for the maintenance, repair and improvement of physical facilities.

The Principal, in conjunction with the Building Manager, shall conduct a physical inspection of the building on a semi-annual basis and submit to the Executive Director a written description of the findings of that inspection.

The Building Manager shall report to the Executive Director on a monthly basis regarding the current maintenance and improvement program and specific immediate and long-term maintenance needs of the school. The Executive Director shall report such findings to the Board.