

**BUILDINGS AND GROUNDS MAINTENANCE**

All requests for repairs and/or maintenance work of any nature within a school or on its grounds will be through the school building office. Custodial personnel are not to be contacted directly. Major matters will be forwarded to the Facilities Director. Outside of office hours, serious matters may be directed to the head custodian, building principal and Facilities Director.

The Board establishes the following guidelines for maintenance.

**REPAIRS**

Repair requests must be in writing, and will be referred to the head custodian, with a copy to the Facilities Director.

A copy of the work order will be returned to the school office when the work is completed, and a copy sent to the Facilities Director.

Requests made other than through the school office will not be honored.

**EMERGENCY REPAIRS**

Requests for emergency repairs should be so labeled in the written notice through the school office.

The Principal will immediately forward emergency repair requests to the head custodian, with a copy to the Facilities Director.

**IMPROVEMENT REQUESTS**

Requests for improvements are also made in writing through the school office, to be transmitted to the Facilities Director and Business Administrator/Manager.

**MAINTENANCE SCHEDULES**

Maintenance schedules will be drawn up by the Facilities Director who will supervise such schedules.

**RESPONSIBILITIES OF BUILDING PRINCIPALS**

The following are responsibilities of the building principals:

To oversee the operation of the school plant and require that personnel assigned to the building will keep it in clean, healthful and pleasant condition free from dust and dirt.

To order the necessary supplies as they are needed for the operation of the building.

To make continuing checks on the use of utilities and supplies to the end that needless waste does not occur.

To make continuing checks for hazardous conditions. Checks will include safety of equipment, operation of equipment and prevention of hazardous situations caused by carelessness.

Proposed: 02/21/00

Adopted: 03/20/00