

Buildings/Grounds/Property Management

The district shall maintain school properties in good physical condition in compliance with State Department of Health standards. School properties shall be as safe, clean, sanitary, comfortable and convenient as the facilities will permit or the use requires.

The superintendent shall have the general responsibility for the care, custody and safekeeping of all school property and shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

At the building level, the principal shall be responsible for overseeing the school plant and for the proper care of school property by the staff and students.

Buildings-maintenance/repair/upkeep

The district expects custodial personnel to clean the buildings to which they are assigned, follow a preventive maintenance program schedule relating to mechanical and electrical systems and perform routine minor repairs and alterations.

Any repairs or alterations requiring a trade knowledge of moderate skill and/or above should be pursued with a work order. Emergency repairs must be phoned into the superintendent's office.

School grounds-maintenance/repair/upkeep

The district expects custodial personnel to ensure that school grounds are maintained and kept free of litter. Custodial personnel also are responsible for maintaining school grounds in a hazard-free condition, including playground equipment. The district maintenance staff also will be responsible for mowing grass, trimming shrubs, etc.

Adopted by the Board: November 22, 1994

Revised by the Board: December, 2005

LEGAL REF.: 6 CCR 1010-6, Rules 1-10 *et seq.*

CROSS REFS.:

Administration policy:

CF, School Building Administration

Board policies:

EL-1, Global Executive Constraint

EL-4, Communication and Counsel to the Board

EL-11, School Safety

EL-17, Asset Protection

Trinidad School District #1

File: EC