

Facilities Operations

School buildings constitute one of the greatest investments of the community. The operation of the District's facilities shall be the responsibility of the Superintendent through the facilities manager. At the building level, the principal will be directly responsible for overseeing the school plant and for the proper care of school property by the staff and students.

In the interest of preserving the safety and welfare of students and to protect this investment to the greatest extent possible, the administration will develop regulations and procedures that will:

1. Ensure the locked security of appropriate school property.
2. Minimize fire hazards.
3. Reduce the possibility of faulty equipment.
4. Provide for the keeping of records and funds in a safe place.
5. Protect against vandalism and burglary.
6. Provide for the prosecution of vandals.
7. Provide for employee responsibility for all furniture, textbooks, reference materials, and other district equipment and supplies assigned to the employee's care.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties, including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of each facility's grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

The buildings and grounds owned by the district are to be used only for educational purposes or other public purposes as approved by the board or its authorized representatives.

Policy History:

Adopted on: August 10, 2009

Revised on: July 19, 2010