

**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 work order program. Custodial personnel are not to be contacted directly. Major matters will be forwarded to the Facilities Director. Outside of office hours, serious matters will be directed to the Building Principal and Facilities Director.

The Board will establish the following guidelines for maintenance.

**REPAIRS**

Repair requests must be submitted through the District's work order program and will be referred to the head custodian, with a copy to the Facilities Director. A copy of the work order will be closed through the work order program when the work is completed. A copy will be sent to the Facilities Director and requestor.

Requests made other than through the work order program will not be honored.

**EMERGENCY REPAIRS**

Requests for emergency repairs must be so labeled in the work order program. If an immediate response is needed, a call must be placed to the Building Principal.

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 work order program and will be transmitted to the Facilities Director.

**MAINTENANCE SCHEDULES**

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

**RESPONSIBILITIES OF BUILDING PRINCIPAL**

The following are responsibilities of the Building Principal:

- Oversee the operation of the school building and require that personnel assigned to the building will keep it in clean, healthful and pleasant condition, free from dust and dirt.
- Order the necessary supplies as they are needed for the operation of the building.
- Make continuing checks on the use of utilities and supplies to the end that needless waste does not occur.
- Make continuing checks for hazardous conditions. Checks will include safety of equipment, operation of equipment, and prevention of hazardous situations caused by carelessness.

Proposed: 09/28/2022

Adopted: 10/12/2022