

# EASTON AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: October 19, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 701</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">704. MAINTENANCE</p> <p>Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.</p> <p>The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.</p> <p>The care, custody, and safekeeping of all district property shall be the general responsibility of the division of fiscal affairs, under the direction of the Supervisor of Plant Operations. The division shall 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 buildings and grounds management provided by the district through the division of fiscal affairs and the district's Supervisor of Plant Operations shall be a coordinating service to each building principal.</p> <p>The Supervisor of Plant Operations or his/her designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> <li>1. Regular program of facilities repair and conditioning.</li> <li>2. Critical spare parts inventory.</li> <li>3. Equipment replacement program.</li> <li>4. Long-range plans for building modernization and conditioning.</li> </ol> <p>The Supervisor of Plant Operations or his/her designee shall develop guidelines necessary for the maintenance, repair and improvement of physical facilities.</p>
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<p>School Code 701</p>	<p>Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Supervisor of Plant Operations or his/her designee as to the findings of that inspection.</p> <p>The Supervisor of Plant Operations or his/her designee shall report to the Board regarding the current maintenance and improvement program.</p>
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