

**BUILDINGS AND GROUNDS MANAGEMENT**

It shall be the policy of the Board to maintain school properties in good physical condition: safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The Superintendent shall establish a procedure whereby each building is scheduled for a regular repair and maintenance review on a rotating basis. However, this shall not preclude the emergency repair of a building out of sequence.

Within each individual school, the principal shall be responsible for the care and upkeep of the building and for the supervision of the school custodial services. The buildings and grounds management provided by the District shall be considered a supplementary and coordinating service; the school principal shall retain the basic responsibility for overseeing buildings and grounds maintenance and for supervising maintenance employees in his/her building.

It shall be the duty of each principal to be responsible for the identification of maintenance and repair needs and to notify the administration of such needs. The principal's routine inspection shall include minor maintenance items and safety hazards, and the correction of same.

It is the intent of the Board to tour the buildings of the District annually to observe first-hand the needs for repair. The Superintendent shall coordinate this.

**End of Harvey School District #38 Policy IA ..... Adopted:8/10/2010**