

BUILDING AND GROUNDS MANAGEMENT

The care, custody, and safekeeping of all school property shall be the general responsibility of the Superintendent of schools. He/she shall establish such procedures and employ such means from time to time as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all school property; to safeguard school property against loss, damage, or undue depreciation; to recover and restore to usefulness any school property which may be lost, stolen, or damaged; and to do all things necessary to insure the proper maintenance and safekeeping school property.

Maintenance shall be provided to schools on a district wide basis by a district maintenance department headed by a maintenance supervisor and supervised by the business administrator.

Within the separate schools, the maintenance supervisor is responsible for the proper care and maintenance of buildings, equipment and grounds. He/she shall outline and post the duties of custodial and supervise as many of their activities as possible.

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SANFORD SCHOOL DEPARTMENT