

Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704
Status	Active
Legal	1. 24 P.S. 701
Adopted	October 21, 2002

Purpose

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of District facilities.

Authority

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. [\[1\]](#)

Delegation of Responsibility

The principal of each building shall be responsible for:

1. The care and operation of the building, grounds, and equipment.
2. Supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance.
3. Identify safety hazards of the school, and keep staff and students aware of safety precautions.
4. Develop a daily work schedule for custodians and ensure that each employee is contributing to reasonable distributions of the workload.
5. Carry on a continuous inspection of buildings, equipment, playgrounds and apparatus to discover conditions which may be dangerous to health, safety, and comfort of students or personnel.
6. Require the grounds about the buildings be kept in a neat, proper, and sanitary condition.
7. Maintain security of buildings and equipment in the broad sense of:
 - a. Minimizing fire hazards.

- b. Reducing probability of faulty equipment.
- c. Guarding against chances of electrical shock.
- d. Keeping records and funds in a safe place.
- e. Protection against vandalism and burglary.
- f. Maintaining a program for safeguarding of keys.

Guidelines

Teachers shall be responsible for the safe use of buildings, grounds, and equipment in the classes they teach or in activities for which they are responsible.

All employees shall be responsible to report promptly to the principal any defects in buildings, furniture, playground apparatus, or other equipment or fixtures that may prove injurious to the comfort, health, safety of teachers, students or other persons.

All employees shall continuously look for and report to each principal suggestions for the betterment of operational conditions of the schools, particularly in the reduction of costs for maintenance and energy consumption.

All students of each school shall be instructed in the value of the facilities furnished for their education, and in the proper care and usage of the buildings and equipment. Suggestions from students shall be evaluated by the principal and carried out, if practicable.

The Board shall appoint annually a building and grounds committee of Board members to review buildings and equipment for maintenance purposes. A report of recommendations shall be submitted for budgeting purposes.

All maintenance and repair of buildings and equipment shall be done through the regular channels of the school system according to the procedure outlined by the Business Manager and approved by the Superintendent.