

OLD FORGE SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: November 29, 1985

REVISED: May 15, 2002

704. MAINTENANCE	
1. Purpose	Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.
2. Authority SC 701	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.
3. Delegation of Responsibility	<p>The Superintendent or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> 1. Regular program of facilities repair and conditioning. 2. Critical spare parts inventory. 3. Equipment replacement program. 4. Long-range plans for building modernization and conditioning. 5. The Superintendent or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities. 6. The Superintendent or designee shall develop a maintenance check list applicable to all district buildings. 7. Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a weekly basis and return a written report to the Superintendent or designee as to the findings of that inspection. <p>The Superintendent shall report periodically to the Board regarding the current maintenance and improvement program.</p>