

## *Maintenance of Building and Grounds*

### *Maintenance of Plant*

The maintenance of the physical plant in the schools of the District shall be the responsibility of the Maintenance Supervisor.

The maintenance employees represent a versatile staff, skilled in their particular crafts with a working knowledge of ancillary trades. This means that they have the capacity to effect a significant portion of needed repairs, but their prime function is the development and execution of a preventive maintenance program. To help in this program, principals and custodians are urged to assist in any way possible in the development of maintenance schedules for care and servicing of all equipment.

A maintenance management system shall be maintained to initiate, prioritize, assign and close-out all workorders. The maintenance management system shall also be used to routinely assess the adequacy of budgeted funds, track progress of the completion of the preventative maintenance plan and provide ready access to workorder information and the status of workorders to principals, management and maintenance staff. The Maintenance Supervisor shall develop, disseminate and monitor a set of standard operating procedures to meet these requirements.

### *Maintenance of Buildings*

General cleaning and building care are the responsibility of the school custodian under the direction of the building principal. This work shall be performed to a schedule planned for the building principal, assisted, where desired, by the Custodial Supervisor.

The schedule is to be written, itemizing each duty and time frequency of operation. This schedule shall include the cleaning and lubricating of mechanical equipment, i.e., oil burners, unit ventilators, etc., as agreed with the Maintenance Supervisor.

Workorders for maintenance work in any school will originate from the principal's office and be sent directly to the Maintenance Supervisor using the maintenance management system. It will be the Maintenance Supervisor's responsibility, to determine the priority of requisitions on a districtwide basis and schedule the work to be done. Prioritization shall be decided in consultation with the principals and applicable maintenance staff with a report filed weekly with the Business Manager. Workorders shall not include work that was not specifically planned for and approved in the budget unless approved in writing by the Business Manager after identifying adequate funding.

In the case of emergencies, where repairs must be immediate, the principal or the custodians shall immediately telephone the office or (in the case of an emergency occurring after hours) the home of the Maintenance Supervisor. A workorder, signed by the principal, shall confirm the telephone call.

In order that good communications may be established, those custodians having supervisory responsibilities shall list their home telephone numbers with the Maintenance Supervisor.

*Maintenance of Grounds*

The maintenance of school building grounds is a shared responsibility between the school system's central maintenance division and the staff of the individual building. The principal and head groundskeeper will be responsible for the condition of lawns and shrubbery around the schools, including work performed by outside contractors. The athletic director and head groundskeeper will be responsible for the condition of playing fields. This includes the responsibility for the care and maintenance of equipment used for this purpose.

The maintenance of fences, driveways and large trees is the responsibility of the maintenance division. In case regular inspection on the part of the responsible officials of this division does not detect neglected areas, the principal should call attention to needed care through a workorder to the Maintenance Supervisor.

Equipment and materials for all grounds maintenance work shall be estimated for budget purposes by the Maintenance Supervisor. All tools needed by custodians for this purpose shall be included in the maintenance equipment list for new buildings, the specifications of which shall be the responsibility of the Maintenance Supervisor.