

## BUILDINGS 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, locations, 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 ensure the proper maintenance and safekeeping of school property.

Maintenance shall be provided to schools on a districtwide basis by a district maintenance department headed by the director of building and grounds and supervised by the business manager.

Within the separate schools, administrators shall be responsible for the proper care and appearance of buildings, equipment, and grounds. They shall outline and post the duties of custodial employees in consultation with the director of buildings and grounds, and supervise as many of the activities as possible. They shall work closely with the business manager and the director of buildings and grounds in coordinating all aspects of maintenance and custodial care.

Current practice codified 1975

Adopted: date of manual adoption

Amended: 8/14/89, \_\_\_\_\_