

## **BUILDINGS AND GROUNDS MAINTENANCE**

*Code* **ECB** *Issued* **1/03**

---

Purpose: To establish the basic structure for maintaining and repairing center property.

The board is aware of the tremendous investment in center facilities. Therefore the center must establish a continuing program for the maintenance of all property.

The director is responsible for the overall maintenance of buildings and grounds. The center will maintain plants and equipment in first class condition and in compliance with state safety regulations by a continuous program of repair, reconditioning and remodeling.

The board, acting on recommendations from the director, must approve the remodeling, reconditioning and improvement of center buildings.

The director is responsible for operation and maintenance of his/her plant and will supervise custodial staff members as they carry out regular operational and normal maintenance duties. The board must approve maintenance items involving major repairs or renovation.

Teachers and other building staff will make repair requests through the director.

Adopted 1/27/03