

BUILDINGS/GROUNDS/PROPERTY MANAGEMENT

Code **EC** Issued **1/03**

Purpose: To establish the basic structure for the management of center property.

The care, custody and safekeeping of center property are the general responsibility of the director.

The director will establish such procedures and employ such means from time to time as may be necessary to accomplish the following.

- Provide accurate information in regard to the nature, condition, location and value of center property.
- Safeguard the center against loss, damage or undue depreciation.
- Recover and restore to usefulness any center property that may be lost, stolen or damaged.
- Do everything necessary to insure the proper maintenance and safekeeping of center property.

Adopted 1/27/03

Legal references:

- A. State Board of Education Regulations
 1. R-43-180 - Building and grounds maintenance.