

**BUILDINGS AND GROUNDS MANAGEMENT AND RENOVATION**

The Board of Directors recognizes that the education of children depends on many factors, including a physical environment that is safe, clean, attractive, pleasant, and functions smoothly.

The care, custody, and safekeeping of school district property is the general responsibility of the Director of Buildings and Grounds, reporting to the Superintendent. It will be the responsibility of the Director of Buildings and Grounds to establish such procedures and employ such means that will ensure the proper maintenance and safekeeping of school district property.

Within the separate schools, the Principal will be responsible for the proper care and maintenance of the building, equipment, and grounds. The Principal will establish the duties of custodial and maintenance employees assigned to his or her building, in consultation with the Director of Buildings and Grounds, the building supervisor, and the crew chief as necessary.

Requests for improvements and/or repairs for all school district property will, at all times except in cases of emergency, follow the proper lines of authority and the proper sequence of organization as outlined in the school district maintenance schedule.

Adopted: 02/16/82  
Revised: 08/15/94  
Reviewed: 11/16/98  
Reviewed: 04/14/03  
Reviewed: 11/19/07