

Board Policy Document

BUILDINGS AND SITES

Series 900

Policy Title: Maintenance Schedule

Code Number: 902.1

A maintenance schedule shall be developed, administered, and revised as needed, to provide for the safety and welfare which covers the care of District buildings, equipment, and grounds. The schedule will be submitted to the Superintendent and Board of Directors for informational knowledge.

The Operation and Maintenance Department, all principals, and building personnel will engage in a vigilant maintenance prevention program to reduce safety hazards and assure the protection of building occupants and the District's physical structures.

If emergency repairs are needed, they shall be accomplished within the guidelines and purview of the Operation and Maintenance Department, with due respect to applicable Board policies and statute (which under certain prescribed emergencies may be waived).

When an emergency arises in the maintenance and operation of any District property that directly affects the learning environment and/or safety and welfare of personnel and students, the following action shall supersede other maintenance schedules:

A staff member shall do all in his or her power to correct the emergency as need dictates, or if unable to correct and/or control the emergency, shall report the emergency situation to the Physical Operations Department immediately for correction.

When emergency repairs costing more than twenty-five thousand dollars (\$25,000) are necessary in order to prevent the closing of any school, the statutory provisions related to bidding shall not apply.

First Adoption: August 27, 1985

Revision Adoption: August 12, 1997/August 24, 2004

Legal Reference: