

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

The superintendent has the general responsibility for the care, custody, and safekeeping of all school property. The principal of each school is responsible for the operation, supervision, care and maintenance of the school plant.

Each school maintains records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections is determined by the School Board in consultation with the local health and fire departments. In addition, the school administration equips all exit doors with panic hardware as required by the Uniform Statewide Building Code.

The school division maintains documentation of any pesticide application that includes the target pest, the formulation applied and the specific location of the application.

Adopted: May 14, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79(3), 22.1-132.2, 22.1-137, 22.1-293.D.

8 VAC 20-131-260.

Cross Refs.:	CF	School Building Administration
	EA	Support Services
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBCB	Safety Drills
	FE	Playground Equipment
	IIBEA-R/ GAB-R	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises
	KJ	Advertising in the Schools
	KL	Public Complaints
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Security of Buildings and Grounds

A. Keys

- (1) The building principal shall establish a key record system for exterior doors.
- (2) Master keys shall be issued only to personnel (paid employees) who have responsibilities which require admittance to buildings in hours other than the school day.
- (3) Grand master keys shall be limited to the building principal and the head building custodian and those deemed appropriate.
- (4) Building keys shall be turned in by the faculty and staff at the termination of their employment or at the closing of the school year.
- (5) No person shall possess keys for any building without the knowledge of the building principal.

B. Reports on Break-Ins/Vandalism

The following procedure will be followed when a break-in of a building is discovered:

- (1) Notify the police department in all cases.
- (2) Should immediate repair assistance be needed call the supervisor for maintenance and construction.
- (3) Make a complete written report of each break-in for your records and forward a copy of this report to the assistant superintendent of special services.
- (4) The report should list all damage and/or items missing. Where possible the serial number of machines, all damages, replacement costs should be given