

Van Buren County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Buildings and Grounds Management	Descriptor Code: 3.200	Issued Date: 06/17/99
		Rescinds:	Issued:

1 All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as
2 comfortable and convenient as the facilities will permit or the use requires.

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4 The maintenance supervisor will develop and implement a continuing program of maintenance of
5 all district-owned buildings and grounds which shall provide for the following:

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7 1. Adequate custodial programs for all schools;
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9 2. Improvement and maintenance of school buildings and grounds;
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11 3. Repairs, including repairs of equipment, and painting; and
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13 4. Determination of obsolete equipment.

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15 The following are responsibilities of building principals:

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17 1. To oversee the operation of the school plant and require that personnel assigned to the build-
18 ing keep it in a clean, healthful, and pleasant condition;
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20 2. To make continuing checks for hazardous conditions, including safety and operation of equip-
21 ment, and prevention of hazardous situations caused by carelessness; and
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23 3. To request, on a timely basis, appropriate maintenance and repairs through appropriate chan-
24 nels.

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26 Principals or teachers shall not make major changes or alterations in any part of the school building
27 or school furniture and shall not employ any workman or ask the janitor to make such changes or
28 repairs until or unless the changes are approved by the director of schools.

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30 Each year before the annual appropriation is passed and not later than the March meeting of the
31 Board, the maintenance supervisor and/or bookkeeper shall submit, with the guidance of the supervi-
32 sor, a recommended program of repairs and maintenance for the subsequent year. Emphasis should
33 be given to the items that need attention during the summer months. Upon approval of this annual
34 program, the maintenance supervisor shall proceed with plans and specifications for all projects re-
35 quiring public bids on contracts and with the program of work on all other items.

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