

**BUILDING, EQUIPMENT, AND GROUNDS MAINTENANCE**

The School Board recognizes that the fixed assets of the School District represent a significant investment of this community and their maintenance is of prime concern. This policy outlines the general procedure for maintenance and repair of the buildings, equipment, and grounds owned by the South Hampton School District.

The School Board directs the Principal to implement a continuous program of inspection, maintenance, and rehabilitation for the preservation of school buildings, equipment, and grounds. Whenever possible and feasible, maintenance shall be preventive.

The Principal shall designate the head custodian as the individual responsible to develop, for implementation by the custodial staff, a maintenance program, which shall include the following:

1. Performing routine work and maintenance during the school year
2. Recording safety inspection of facilities, grounds, and equipment
3. Maintaining an equipment and parts inventory
4. Developing an equipment replacement plan
5. Establishing needs during the annual budget cycle
6. Reporting unexpected emergency needs to the Principal who may authorize up to \$500 in repair work, providing funds are available in the current year budget. The Superintendent or School Board must authorize work exceeding \$500
7. Implementing a summer maintenance program for repair and conditioning of buildings, equipment, and grounds

The head custodian shall develop and disseminate to the custodial staff such guidelines as may be necessary for ongoing maintenance and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the buildings, equipment, or grounds.

**DATE:**

**Adopted:**  
**Reviewed:**  
**Revised:** May 3, 2005  
**Cancellation:**