

POLICY: 800.4

BUILDINGS AND GROUNDS MAINTENANCE SCHEDULE

A comprehensive maintenance schedule for the general care and housekeeping of all buildings, equipment, and grounds of the District shall exist and be monitored by the Director of Buildings and Grounds. This schedule shall include provisions that establish the proper lines of authority to carry out the maintenance work.

The Superintendent, in cooperation with the Director of Buildings and Grounds, Administration, staff, and maintenance personnel shall determine the maintenance schedule.

The District's buildings and grounds will be kept clean and in good repair. District employees should notify in writing and verbally their immediate supervisor when something is in need of repair or removal, including graffiti.

Adopted: 05/11/93

Revised: 05/24/05, 11/25/19

Reviewed: 08/22/97, 11/10/09, 10/13/14