

<b>Subject:</b>	<b>BUILDINGS AND GROUNDS MAINTENANCE</b>
<b>Section:</b>	<b>PPG# 7320</b>
<b>Chapter:</b>	<b>Facilities</b>
<b>Effective Date:</b>	<b>7/1/98</b>

## **POLICY**

---

### Buildings and Grounds Maintenance

The district shall provide for a regular-scheduled maintenance program for all facilities and grounds. The operation and care of each facility and its equipment shall be major responsibility of the staff assigned to it.

The staff member (s) shall seek to maintain as clean and pleasing an environment as possible. Procedures shall be established for the periodic inspection of buildings to insure that each has adequate light, heating and ventilation and that the premises are clean and sanitary and conform to current fire, safety and health codes.

#### **1. Buildings.**

Staff shall make minor repairs, which do not require a great amount of time, special skills, or special tools, which may not be readily available. Staff may replace reasonable amounts of broken glass where windows are conveniently located and where there is not need for special skills. This may also include:

- A. Routine building repairs (i.e., plaster, paint, floor tiles, etc.);
- B. Repairs to furniture;
- C. Repairs to locks, door closers, hardware, etc,
- D. Minor repairs to lighting (replacement or bulbs, ballasts, etc.); and

The chief shall be contacted when it is necessary to engage in repairs of a more technical or specialized nature.

Each year, the chief and designated staff shall inspect the facilities and determine the major building maintenance needs. This shall include but is not limited to:

- A. Repainting of a building, or of any area, or of signs;
- B. Repair and/ or replacement of roofing, doors, windows;
- C. Repair and/ or replacement of heating, ventilating, plumbing, or electrical systems; and
- D. Repair and/ or replacement of alarm system.

#### **2. Grounds.**

Staff shall be responsible for maintaining grounds. Regular grounds maintenance may include:

- A. Regular cutting and trimming of lawn area;
- B. Applying lawn fertilizer in spring, summer and fall;
- C. Weeding of flowerbeds and planters as needed;
- D. Replacing any damaged shrubs as needed in early spring;
- E. Planting annual and/ or perennial plants in early spring.