

FACILITIES

1.0 The District shall maintain physical plants (buildings and grounds) in accordance with operating limitations of School Board Policy 2.5 Asset Protection.

2.0 The Assistant Superintendent of Business Services shall have the general responsibility for the construction, renovation, care, modification, maintenance, and protection of all District property, including physical plants, and shall establish such procedures and employ such means as may be necessary to perform this responsibility.

3.0 To ensure clear and timely communications regarding the condition of physical plants, each building administrator/manager will designate no less than one and no more than two individuals as their Resident Facility Coordinator(s) (RFC). The RFC(s) shall serve as the single point of contact in each building for all communication, approvals and updates regarding the needs of the physical plant.

3.1 RFCs will be required to take an initial four hour class and complete annual training in order to perform this essential function for the building.

3.2 The Head Custodian in each building shall serve as one RFC.

4.0 Each physical plant is to be managed and operated in accordance with federal, state, local, Board of Education, and Superintendent policies, regulations, codes, and statutes.

4.1 The Maintenance Department will be responsible for establishing preventative maintenance schedules so that each physical plant receives periodic maintenance as determined by available resources.

4.2 Timely service will be provided to ensure, within constraints of available resources, the continued operation of a facility in a safe and secure manner.

FACILITIES, cont.

5.0 Each building administrator/manager is responsible for the day to day utilization and operation of the physical plants assigned, including;

- 5.1 Day-to-day routine oversight and care of physical plant.
- 5.2 Physical plant security
- 5.3 Efficient operation of physical plant consistent with intended use.
- 5.4 Reporting physical plant maintenance needs.

6.0 Physical plant improvements and modification of any nature, including by means of volunteer resources, shall be coordinated utilizing the Facility Modification Request (FMR) process.

6.1 Improvements or modifications shall conform to applicable building codes/permits, bonding/insurance requirements, educational and technical specifications.

6.2 Required permits and approvals shall be obtained as appropriate for the work to be performed.

7.0 Energy-efficient operation of physical plant.

7.1 Energy policy and strategies shall be initiated by the Energy Manager with the approval of the Assistant Superintendent of Business Services and shall apply to all District physical plants.

8.0 A change in use of a facility, including a portion thereof (e.g., conversion of a classroom space to office space, or from first grade classroom to art room) must be approved by the Assistant Superintendent of Business Services or designee. Facility use shall comply with all applicable government requirements and meet or exceed industry standards and generally accepted business practices.

9.0 A physical plant and grounds audit will be performed on at least 20 percent of the District's physical plants each year.

FACILITIES, cont.

10.0 District employees, in execution of their assigned duties, are responsible for assisting in the operation and management of District physical plants in a manner consistent with Board and Superintendent policies, and shall cooperate in the implementation of this policy.