BOARD POLICY

704 Maintenance

POLICY NUMBER	VERSION	DOCUMENT STATUS	WORKFLOW
704	v3.2	UNDER-REVIEW	Administrative Review

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Proposed addition Proposed deletion

PURPOSE

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

AUTHORITY

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[2][3]

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

{X } Regular program of maintenance, repair and improvement of buildings and facilities.

{X } Testing lead levels in drinking water in accordance with DEP requirements.[3]

~~{ } Critical spare parts inventory.~~

{X } Equipment replacement program.

{X } Long-range plans for building modernization and conditioning.

~~{ } The Superintendent or designee shall develop a maintenance check list applicable to all district buildings.~~

{X } Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a

(X) periodic

( ) monthly

( ) bimonthly

basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent shall report

{X } annually

{ } quarterly

{ } periodically

to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

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Legal Footnotes

[2] **24 P.S. 701**
LEGAL REFERENCE

[3] **24 P.S. 742.1**
LEGAL REFERENCE