



# WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Board of Education Policy Committee

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: March 11, 2022

RE: Proposed Revision of Policy 3510, "Operation and Maintenance of Plant"

Please find attached a proposed revision of Policy 3510 based on current and best practices related to roles and responsibilities in the Facilities Department. The proposed changes are represented in red.

## **Business/Non-Instructional Operations**

### **Operation and Maintenance of Plant**

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian must have a daily work schedule in order to accomplish his/her part of the overall task. He/she must be given directions on how to perform the various duties assigned to him/her. ~~The Facilities Manager must supervise and check to ensure that all custodians are doing their share of the work to the best of their ability.~~ The Facilities Supervisor will supervise all members of the maintenance and custodial staff. The Facilities Manager Supervisor shall keep the Superintendent, the Director of Business Services and Operations, and the Building Principals informed of all of the ongoing maintenance issues and interact on a daily basis with the Building Principals in matters of daily operation of the school building.

Legal Reference: Connecticut General Statutes

[10-203](#) Sanitation

**Policy adopted: February 24, 2014**

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**Woodbridge, Connecticut**