

## BP 3510 Maintenance

Note: In order to qualify for a capital improvement project grant or debt reimbursement under [AS 14.11.011](#) or ~~AS 14.11.100~~, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The [School](#) Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding.- A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, ~~commissioning~~, and energy management for district buildings.- The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

*(cf. 3511 - Energy Conservation)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - School Safety and Security)*

*(cf. 5142 - Safety)*

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety.- Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.-

*Legal Reference:*

ALASKA STATUTES

[14.11.011](#) *Grant applications*

[14.11.100](#) *State aid for costs of school construction debt*

[4 AAC 31.013](#) *Preventive maintenance and facility management*

*Added 3/04*

Business and Noninstructional Operations

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**Southeast Island School District**9/92