

## Policy Information

### Series 4000 - Non-Instructional/Business Operation

#### Maintenance

Policy # 4521, 5.2.1

## POLICY

1996

4521

Non-Instructional/Business  
Operations

### SUBJECT: MAINTENANCE

The Superintendent of Buildings and Grounds shall be responsible for the maintenance of all buildings and for the equipment, materials and supplies purchased through the operation and maintenance budget. The Superintendent shall develop and implement a maintenance program which shall include preventive maintenance procedures, training of employees of that department, a plan for the replacement or upgrading of facilities of equipment, rules for employees which are necessary to protect the Board's investment, and provisions for the emergency maintenance.

Board Approved

7/18/95

11/19/96

### SUBJECT: MAINTENANCE

In-House Construction/Renovation/Reconstruction Projects  
(Internal Operation & Maintenance Staff)

#### Responsibility

Program Administrator

#### Action

1. Discuss proposed project with their respective Assistant Superintendent.
2. If concept approved, submit written plan to Assistant Superintendent.
3. If proposal is still a possibility, the Business Administrator is to be contacted for appropriate input and written reaction to the proposal.

Superintendent of Buildings and Grounds

1. Provide written input and opinion of the proposal to Program Administrator. This may include potential barrier and problems with proposal.
2. Produce a projected budget for the project (in conjunction with Program Administrator and

other O&M staff as needed). This will include estimate of all costs and a proposed source of funds.

#### Program Administrator

1. Submit summary of proposed project to respective Assistant Superintendent with a copy to Business Administrator. This summary will include scope of the work, estimated costs and funding source as a minimum.

#### Assistant Superintendent

1a. Approves or denies proposed project. If denied, an appeal may be made to the District Superintendent if the Program Administrator desires.

1b. The appeal to the District Superintendent should include all previously prepared documentation.

1c. If approved, discuss project with District Superintendent.

2. If approved, inform Business Administrator.

#### Business Administrator

1. Will determine whether scope and cost of project requires SED, architect, etc. involvement and to what degree.
2. Follow-up appropriately with Assistant Superintendent, Program Administrator and the O&M Site Manager.

#### Superintendent of Buildings and Grounds and Program Administrator (if project is still a "go")

1. Plan the scheduling of the project. A detailed time line will be produced which will show each step of the process – including purchasing of needed supplies and materials.

2. Send the detailed time line of the project to the Assistant Superintendent and Business Administrator for input.

Assistant Superintendent

1. Approves the time line or requests adjustment as needed or desired.

Board Approved  
11/19/96  
3/18/03

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