

	ABERDEEN SCHOOL DISTRICT	NEPN Code: EC-R
	POLICIES AND REGULATIONS	

CARE OF SCHOOL DISTRICT PROPERTY REGULATIONS

On-going inspections of each facility will be made by the Director of Operations, Operations Department staff, and the building principal, to determine areas needing attention in terms of upkeep, repair, and improvement. Information from these inspections will be used in preparing the Capital Outlay Budget.

The Operations Department will conduct a systematic schedule of inspections and carry out the District's electronic preventative maintenance program.

The staff of the Operations Department will manage and coordinate all major repairs and remodeling projects in school facilities. Work order requests will be submitted to the Operations Department through the electronic work order system. The Department will contract with vendors when specific expertise is needed, volume of work dictates, or use of an outside vendor is more cost-effective than performing the work in-house. Projects will be completed in order of priority except in emergency situations or when scheduling efficiencies can be achieved.

Employees will report promptly to the building principal or head custodian any defects in the building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health and safety of teachers, students or other persons. These defects will be further reported by the principal, head custodian, or the appropriate department for repair, removal or inclusion in the appropriate budget.

Teachers will be responsible for the proper use of buildings, grounds, and equipment in the classes which they teach or in the activities for which they are responsible.

During the winter season, walkways must be clear of snow/ice and safe for pedestrian traffic at all times. Frequent checks by the head custodian, Operations staff or building principal for slippery conditions during snow fall and in thawing weather are vital. The custodial and maintenance staff will remove snow and use ice removal materials as required to maintain pedestrian safety. Records of ice removal material applications will be maintained by the building head custodian and shared with the District Facilities Foreman following the District format.

ADOPTED: March 13, 2000
REVISED: February 26, 2007
REVISED: February 28, 2011
REVISED: March 11, 2013
REVIEWED: February 12, 2018
REVISED: August 28, 2023