

## **BUILDINGS AND GROUNDS MAINTENANCE**

The basic purpose of the custodial and maintenance activities in the District shall be to provide physical conditions most conducive to carrying out the educational program. The Director of Buildings and Grounds shall be responsible for the technical performance of all maintenance and cleaning tasks.

The Director of Buildings and Grounds shall report to the Business Manager, when necessary, about the maintenance needs of the District. The Director of Buildings and Grounds will then inform the Business Manager of the maintenance needs. The Business Manager will inform the District Administrator and Buildings, Grounds and Transportation Committee of the District's maintenance needs. In cases of extreme emergency, the District Administrator or Business Manager may be authorized to order repairs without Board approval. The Board, however, shall be informed of such repairs as soon as possible.

**APPROVED:**    October 29, 1985  
                     August 19, 2013  
                     May 13, 2019  
                     **NOVEMBER 18, 2024**