

GENERAL MANAGEMENT

The general management of physical facilities shall be charged to the superintendent as the Board's executive officer. Principals have delegated authority for the custodianship of facilities assigned to their respective administration and are accountable to the superintendent for the same.

PRINCIPALS' RESPONSIBILITIES FOR SCHOOL FACILITIES

The principal of a school is held responsible for the entire school plant and all equipment, furniture, books, and supplies within the school plant, as well as the site and playground equipment. Certain responsibilities may be delegated to staff members who are held responsible to the principal. All damages or loss of facilities or misuse of the same by pupils or the public should be reported immediately to the principal, who in turn will report such items of major concern to the superintendent.

ALTERATIONS & REPAIRS TO BUILDINGS

No major alterations, additions or repairs shall be made by anyone to any school building, unless a requisition covering the same has been approved by the superintendent and the Board.

MAINTENANCE PROCEDURES

A "Request for Maintenance Service" is to be placed on the "Maintenance Direct" web site.