



Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704
Status	Active
Adopted	August 8, 2006
Last Revised	May 10, 2016

Purpose

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

Authority

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

1. Regular program of facilities repair and conditioning.
2. Critical spare parts inventory.
3. Equipment replacement program.
4. Long-range plans for building modernization and conditioning.

The Director of Maintenance shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.

Each building principal, in conjunction with the building custodial supervisor, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Director of Maintenance as to the findings of that inspection.

The Superintendent or designee shall report annually to the Board regarding the current maintenance and improvement program.

Legal

1. 24 P.S. 701

2. 24 P.S. 772

25 PA Code 171.1 et seq