

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: 5/12/2014

REVISED:

704. MAINTENANCE	
1. Purpose	<p>Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of facilities.</p> <p>Buildings, grounds and equipment valued at millions of dollars are the property of the school and property owner. Normal deterioration from the natural elements and the ordinary wear of human occupancy is to be expected. However, with proper care and attention, the rate of deterioration can be arrested, and repair costs held within reasonable limits. A proper program of operation and maintenance is a measure of economy rather than a source of questionable expense. Evidence of deterioration shall immediately be called to the attention of the Board by the Principal.</p>
2. Authority SC 701	<p>The Board directs that a continuous program of inspection and maintenance of all buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.</p>
3. Delegation of Responsibility	<p>The Principal is directed to maintain a proper preventive maintenance program and in the budget recommendations, to include adequate funds to sustain this program.</p> <p>The Principal or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> 1. Regular program of facilities repair and conditioning. 2. Equipment replacement program. 3. Long-range plans for building modernization and conditioning. <p>The Principal or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.</p>

<p>4. Guidelines</p> <p>School Code 701</p>	<p>The Principal, in conjunction with the building maintenance staff, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Board as to the findings of that inspection.</p> <p>The Principal shall report annually to the Board regarding the current maintenance and improvement program.</p> <p><u>Repairs To Buildings</u></p> <p>Whenever building repairs can be anticipated, cost estimates shall be included in the proposed budget.</p> <p>Repairs to school buildings shall be supervised by the Facilitator, or his/her designee.</p> <p>The Principal may authorize separate contracts for repairs of school property, up to a maximum of \$4,000 each, between Board meetings and without advertisement, whenever necessary to keep such property functioning efficiently and safely. Otherwise, contracts shall be presented for approval at a regular meeting of the Board.</p> <p><u>Replacement</u></p> <p>Requests for replacement of equipment shall be submitted by the principal in March, on regular budget request forms. Replacement of equipment, other than approved in the adopted budget, shall be considered in an emergency situation only.</p>
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