

SECTION 600 – SUPPORT SERVICES

MAINTENANCE SERVICES

POLICY 602

ARTICLE 1 AUTHORIZATION

- A. Maintenance Services shall be provided by employed staff and/or through contracted services to maintain the facilities and grounds. Services shall include maintenance and repair of:
1. HVAC systems;
 2. Electrical systems;
 3. Water and plumbing systems;
 4. Security systems (keys, alarms);
 5. Structural repair and remodels;
 6. Grounds (watering, mowing, weeding);
 7. Snow removal from parking and traffic areas at PCHS and FMS.

ARTICLE 2 STAFF

- A. A Maintenance Director shall be employed to maintain the safe and efficient operation of all School District Facilities. He/she shall report to the Superintendent of Schools. A job description shall be maintained for the Director whose duties shall include the maintenance and repair of all facilities, operating systems and grounds. He/she shall supervise and evaluate District maintenance personnel. The Director may contract for repair services requiring special expertise. He/she shall submit annual budget recommendations to the Superintendent and shall maintain an accurate inventory of maintenance supplies and equipment.
- B. Maintenance staff shall be employed as determined necessary by the Director and Superintendent, within budget parameters established by the Board of Education. A job description, including qualifications, for each maintenance position shall be on file in the District Personnel Office.

ARTICLE 3 SAFETY AND MAINTENANCE INSPECTIONS

- A. The Maintenance Director and Head Custodian shall complete a thorough Safety and Maintenance Inspection of each facility and surrounding grounds during summer and in January. Such inspections shall determine that all safety systems are fully operational, that mechanical, electrical and security systems are operating safely and efficiently, and necessary structural or equipment repairs are identified. The inspection shall address the removal of hazards and vandalism and any other barriers to safety and supervision.

References:

C.R.S. 22-32-109 (1) (f) (I) Employ Personnel to Maintain Operations
C.R.S. 22-32-109.1 Required Annual School Building Inspections
C.R.S. 22-32-124 (2),(3) Building Code Inspections
Adopted 4/2/03