

Business and Non-Instructional Operations

Operation and Maintenance of Plant

The care, custody, and safekeeping of all school property shall be the general responsibility of the Superintendent who shall establish procedures necessary to:

1. provide information on the condition, location, and value of school property;
2. safeguard school property against loss, damage, or undue depreciation;
3. recover and restore to usefulness any school property which may be lost, stolen, or damaged;
4. insure the proper maintenance and safekeeping of school property.

School maintenance shall be provided by a school system maintenance department headed by the Director of Buildings and Grounds.

The Business manager shall keep a master schedule of all such maintenance projects and shall inform the Board annually of the projects scheduled and completed.

Within the schools, the Principals shall be responsible to the Superintendent of Schools for the proper care and maintenance of their buildings and equipment.

Legal Reference: Connecticut General Statutes

[10-47](#) Powers of regional board. Meetings.

[10-203](#) Sanitation.

[10-220](#) Duties of boards of education.

Policy adopted: May 13, 2013

Business and Non-Instructional Operations

Operations and Maintenance of Plant

Each school principal and the supervisor of buildings and grounds shall be responsible to the Superintendent of Schools for the proper care and maintenance of buildings and equipment.

An effective educational program requires clean, healthful, safe, businesslike, and attractive physical facilities. To carry out an efficient cleaning and maintenance program, custodians must receive the cooperation of students, teachers and administrators.

Each custodian shall have a daily work schedule to accomplish his/her part of the overall cleaning and maintenance task and shall be given direction and supervision on how to perform the various duties assigned to him/her. The supervisor of buildings and grounds shall provide the necessary supervision to ensure that all custodians are performing their share of the work in a satisfactory manner.

Regulation approved: May 13, 2013