

532 - MAINTENANCE AND CONTROL OF BUILDINGS AND EQUIPMENT

Background

The Division shall provide an effective preventative and service maintenance program in order to keep buildings and equipment in good working order.

Procedures

1. Buildings

- 1.1 It is the responsibility of the Superintendent, in consultation with the Secretary-Treasurer, Maintenance Supervisor and school Principals to advise the Board on the need for new and/or additional space, and the need to modernize or change existing space, in accordance with local requirements.
- 1.2 Recognizing the need to maintain facilities in a safe and efficient manner, the Superintendent, in consultation with the Secretary-Treasurer and Maintenance Supervisor shall establish and maintain a ten year facility Master Plan.

2. Equipment

- 2.1 It is the responsibility of the Superintendent, Secretary-Treasurer, Maintenance Supervisor, Transportation Supervisor, and Principals, as appropriate, to provide for the planned acquisition, maintenance and repair of supplies and equipment under their jurisdiction.
- 2.2 Principals should consult with staff members on a regular basis to determine the needs of the school with respect to equipment and supplies.

Reference: Section 60, School Act