

## **EC – BUILDINGS AND GROUNDS MANAGEMENT**

The Superintendent will have the general responsibility for the care, custody and safekeeping of all school property, establishing such procedures and employing such means as may be necessary to discharge this responsibility.

At the district level, the care, custody, and safekeeping of all school property shall be the responsibility of the Business Manager with the assistance of the Supervisor of Buildings and Grounds. They shall establish such procedures and employ such means from time to time as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all school property; to safeguard school property against loss, damage, or undue depreciation; to recover and restore to usefulness any school property which may be lost, stolen, or damaged; and to do all things necessary to insure the proper maintenance and safekeeping of school property. They shall also establish and implement all operating procedures to reduce energy consumption in the schools as approved by the Board.

At the building level, the Principal will be responsible for overseeing the school plant and for the proper care of school property by the staff and students.

### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (None)

APPROVED: June 14, 2007

PREVIOUS POLICY: September 25, 2000 “Buildings and Grounds Management”