

# Middle Bucks Institute of Technology

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: July 1, 1991

REVISED: August 13, 2007

| <b><u>704. MAINTENANCE</u></b>     |  |
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| 1. Purpose                         | Adequate maintenance of the school building, property, and equipment is essential to fiscal responsibility and efficient management of the facilities. The purpose of this policy is to advise employees of their obligations in regard to the maintenance of the school building, property and equipment.   |
| 2. Authority<br>SC 701, 1850.1     | The Executive Council directs that a continuous program of inspection and maintenance of the school building, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.   |
| 3. Prohibitions                    | Employees are prohibited from adding, removing, or modifying equipment in the school. Employees are prohibited from modifying any portion of the building and employees are prohibited from changing the floors, walls, or ceiling of the building in any way, which includes the prohibition of employees, without the prior written permission of the Director, from hanging anything on the walls of the school, from adding paint, wallpaper or any other covering device to the walls of the school, from piercing the walls of the school with nails, thumbtacks or other piercing devices, and from taping anything on the walls of the school. |
| 4. Delegation of<br>Responsibility | <p>The Director or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> <li>1. Regular program of facilities repair and conditioning.</li> <li>2. Critical spare parts inventory.</li> <li>3. Equipment replacement program.</li> <li>4. A long-range program of building modernization and conditioning.</li> </ol> <p>The Director shall report annually to the Executive Council regarding the current maintenance and improvement program.</p> <p>The Director shall be responsible for assuring the proper care and use of equipment and materials.</p>                         |