

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

704-AR-0. MAINTENANCE

The district maintenance program is designed to maintain school buildings and property in good repair in order that the instructional program can be carried out efficiently, students and staff can have a sanitary and safe environment in which to learn and work, and maintenance costs can be minimized.

The district maintenance employees are responsible for the appearance and upkeep of district buildings and facilities, under the supervision of the designated administrator in cooperation with the building principals.

The Director of Buildings and Grounds is responsible to ensure appropriate training for new employees, provide the technical expertise on products and equipment requirements, and develop work schedules for maintenance employees.

Designated maintenance employees are responsible to conduct assigned inspections, complete the required inspection forms and submit them to the building principals and Director of Buildings and Grounds. When necessary, the employees will complete and submit a Maintenance Request Form via the district's electronic submission system.