

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

File: EC

BUILDINGS/GROUNDS/PROPERTY MANAGEMENT

The care, custody, and safekeeping of all school property shall be the general responsibility of the superintendent of schools. He/She shall establish procedures 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.

Maintenance shall be provided schools on a district-wide basis by a district maintenance department.

Within the separate schools, the principal shall be responsible for the proper care and maintenance of buildings, equipment, and grounds. He/She shall outline and post the duties of custodial employees in consultation with the head custodian and supervise as many of their activities as possible. He/She shall supervise maintenance employees when they are assigned to his/her building.

Help in the assignment and supervision of custodial and maintenance employees shall be provided the principal by the district's maintenance supervisor.

Current practice codified 1975

Adopted: Date of Manual Adoption

Reviewed: November 1999

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