

Book	Policy Manual
Section	700 Property
Title	Maintenance
Code	704 - New
Status	Second Reading
Last Reviewed	January 25, 2021

Purpose

Adequate maintenance of school building(s), property and equipment is essential to fiscal responsibility and efficient management of facilities.

Authority

The Joint Operating Committee directs that a continuous program of inspection and maintenance of school building(s), property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Director or designee shall develop and supervise a maintenance program which shall include:

- 1. Regular program of maintenance, repair and improvement of buildings and facilities.**
- 2. Critical spare parts inventory.**
- 3. Equipment replacement program.**
- 4. Long-range plans for building modernization and conditioning.**
- 5. The Director or designee shall develop a maintenance check list applicable to the building, property and equipment.**
- 6. The building administrator, in conjunction with the designated maintenance employee, shall conduct a physical inspection of the building on a periodic basis and return a written report to the Director or designee as to the findings of that inspection.**

The Director shall report annually to the Joint Operating Committee regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Legal	1. 24 P.S. 1850.1
	2. 24 P.S. 701
	3. 24 P.S. 742
	25 PA Code 171.1 et seq