

BOARD POLICIES	METRO TECHNOLOGY CENTERS BUILDINGS AND GROUNDS (BP-5009)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Building and Grounds Management: The care, custody, and safekeeping of all District property shall be the general responsibility of the superintendent. The superintendent shall be responsible for:

- A. The constant review of each center's building needs, and when a building program has been approved by the Board, for the supervision of new construction.
- B. The maintenance of District property and the operation of District plants.
- C. Employment and training of maintenance personnel.
- D. Inventory of all District property costing more than \$1,000.

Inspection: School facilities shall be clean, attractive, and safe for students and employees. The Board directs the superintendent to implement procedures for a maintenance management plan for buildings and grounds for cleanliness, attractiveness, safety, maintenance and repair cycle.

Security: Buildings and grounds security shall mean maintenance of a secured (locked) building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Board encourages close cooperation with local police, fire and sheriff's departments and with insurance company inspectors.

An adequate key and security code control system shall be established to implement this policy. Records shall be kept in a safe place and under lock and key when required. Protective devices shall be installed when appropriate to be used as safeguards against illegal entry and vandalism.

2.0 LEGAL REFERENCE: 70 O.S. § 5-117.A.17

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
January 9, 1995	B	Revised
September 22, 2003	C	Reformatted
December 15, 2003	D	Legal references reviewed and revised as necessary
November 22, 2004	E	Revised

5.0 PCF FRAMEWORK #: 8.3.3 Perform fixed asset accounting; 9.2 Maintain workplace and assets; 10.2 Manage environmental health and safety

***** End of Policy *****