

Policy #: 732

## **SCHOOL DISTRICT OF WEBSTER**

Date Adopted: May 17, 2011

Date Revised: November 24, 2014

Policy Title: Building and Grounds Maintenance

### **BUILDING AND GROUNDS FLOW CHART OF RESPONSIBILITIES:**

- **SCHOOL BOARD**
- **ADMINISTRATOR**
- **BUILDINGS AND GROUNDS DIRECTOR**
  - **BUILDING PRINCIPALS**
  - **ATHLETIC DIRECTOR**

### **ATHLETIC DIRECTOR AREAS:**

- **ATHLETIC FIELD**
- **ATHLETIC EQUIPMENT**

1. Each of the above people will be responsible for the building and ground surrounding the buildings named in his/her area.
2. The Superintendent, Principals, and Buildings and Ground Director will meet monthly to discuss items or areas that need attention.
3. The Athletic Director shall see that the athletic fields and athletic equipment items are cared for properly, and are repaired or replaced as needed.
4. The Board Property Committee shall meet annually with the Administrator, Principals, and Director of Buildings and Grounds for the purpose of evaluating present progress, and future needs within the District.
5. The School Board shall provide ample funding in the maintenance budget to provide for quality care of the buildings and grounds, and for providing in-service for the custodial staff.

**Cross Reference:**

**Legal Reference:**