732 BUILDINGS AND GROUNDS MAINTENANCE

The District will continue to evaluate and improve upon its program of maintenance and repair in all of its facilities.

The Director of Buildings and Grounds shall prepare and submit to the Superintendent or Director of Business Services a plan for maintenance and repair of all facilities, including buildings, equipment, mechanical systems, general and special landscape conditions and the like. The plan shall provide for a programmed schedule of necessary, corrective and preventive maintenance, repairs, remodeling and construction.

Annually, the Director of Buildings and Grounds shall submit to the Superintendent a District maintenance program status report, based on a thorough annual inspection of each facility. The status report shall indicate:

a. The extent to which the goals of the programs have been achieved

b. The relationship of maintenance goals and requests to manpower and man-hour resources

c. Identify problem areas of major concern, if any and make recommendations on how to alleviate the problem(s) identified.

Staff requests for maintenance shall be handled in accordance with established procedures.

LEGAL REF.:	Sections	120.12(5)	Wisconsin Statutes
		120.44	
		121.02(1)(i)	
		PI 8.01(2)(i)	Wisconsin Administrative Code

CROSS REF.: 721, Buildings and Grounds Inspections

APPROVED: December 8, 1975

REVISED: June 17, 2002
January 14, 2019 *(reviewed – no revision)*