

Physical Plant Care and Inspection Policy

Recognizing the responsibility of the Board to the community for the care of the physical plant the Board will therefore inspect all of the school plants annually. The inspection tour shall be conducted in August each year. The Superintendent shall be responsible to take notes on the general condition of each building and note any condition which needs correcting. The date of the inspection and report shall be on file in the Superintendent's office. Any items needing repair shall be indicated in writing to the custodian for his attention. It is the responsibility of the Superintendent to see that items are corrected within a reasonable time and that the Board is informed when the work has been completed.

Large items which need repair or remodeling shall be let for bid. The specifications shall be written out in detail and made available to interested bidders. The Superintendent shall see that the larger items are brought to the attention of the Board at the time of the Spring budget hearings. It shall be his responsibility to notify successful bidders in writing and directly oversee the completion of the work