

Williamson County Board of Education

Procedures and Guidelines

Adopted Date: 4/21/03	3.200p	Buildings and Grounds Management
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The maintenance department, within the funds available, shall carry on a continuing program of routine and preventative maintenance of all district owned buildings, grounds, and equipment. The maintenance department is responsible for daily inspections and repairs of buildings, coping with emergencies, contingency planning, short range and long range planning. This program of maintenance shall be administered in such a manner as to preserve the capital investment of the district in their buildings and grounds, and to prevent deterioration through the following procedures:

1. Provide adequate custodial programs for all schools.
2. Repair or replace of obsolete equipment as required.
3. Inspect and maintain all major life-safety systems within the schools to include fire alarm systems and sprinkler systems.
4. Hire, train and supervise an adequate technical staff to maintain school assets.
5. Contract for outside specialized maintenance services as required.
6. Essential records pertaining to building and grounds management should be kept at the maintenance department.
7. The care and maintenance of the school grounds and lawns, except for football fields and trim work, shall be the responsibility of the department of maintenance.

