



BOARD POLICY

704 Maintenance

POLICY NUMBER	ADOPTED	REVISED	VERSION
704	5/20/2002	12/17/2018	v3.4
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Second Reading	Board Review	10/26/2026	

PURPOSE

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

AUTHORITY

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.[\[2\]](#)[\[3\]](#)

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall develop and supervise a maintenance program which shall include:

{X} Regular program of maintenance, repair and improvement of buildings and facilities.

{X} Testing lead levels in drinking water.[\[3\]](#)

{X} Critical spare parts inventory.

{X} Equipment replacement program.

{X} Long-range plans for building modernization and conditioning **on a five (5) year cycle.**

{X} The Superintendent or designee shall develop a maintenance check list applicable to all district buildings.

~~The building principals and Maintenance Supervisor or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.~~

~~The Superintendent or designee shall conduct inspections and provide annual reports on the condition of the school buildings, the maintenance completed, and maintenance planned in the coming year.~~

{X} Each building principal, in conjunction with the building maintenance employee, shall conduct a physical inspection of the building on a

(X) periodic

~~() monthly~~

~~() bimonthly~~

basis and return a written report to the Superintendent or designee as to the findings of that inspection.

The Superintendent **or designee** shall report

~~{ } annually~~

~~{ } quarterly~~

{X} periodically

to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

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Legal Footnotes

[2] 24 P.S. 701
LEGAL REFERENCE

[3] 24 P.S. 742.1
LEGAL REFERENCE

Legal References

No additional references listed.