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BUILDING AND GROUNDS RECORDS AND REPORTS

The Board of Trustees expects the Superintendent through the Supervisor of Maintenance and Operations to prepare and maintain maintenance service records and reports. Such records will include, but not be limited to:

- Maintenance work orders for non-contract work
- Maintenance work orders and cost records of all contracted maintenance and construction projects
- Annual cost analysis of the maintenance programs
- HVAC equipment maintenance records and reports.

Adopted: Oct. 11, 1995

Revised:

Reviewed: January 15, 2013

NEPN/NSBA Classification: ECC

Legal Reference: