

**BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT:
MAINTENANCE**

CLB (R)

**RE-EVALUATION OF
FACILITIES**

The Superintendent shall establish procedures for the periodic re-evaluation of all District facilities, as well as for the maintenance of plants and equipment, through a continuous program of repair and reconditioning. All school facilities shall conform at all times to local, state, and federal laws, codes, and policies.

All requests for facility modifications, major repairs and/or equipment, and building renovations that would result in any change in the interior floor plan or exterior architecture should be submitted by the principal to the Associate Superintendent of Operations. The request should delineate the plans in detail and should include instructional rationale along with drawings.

The Associate Superintendent of Operations shall review the request with a committee comprised of the other associate superintendents. This committee shall review the request and make recommendations to the Superintendent.

Any request for renovation of central office administrative buildings shall be submitted to the Associate Superintendent of Operations, who in turn shall review the request with the above named committee. This committee shall review and make recommendations to the Superintendent.

Final approval shall be made by the Superintendent.

**ROUTINE OR
EMERGENCY**

The Superintendent shall develop procedures to enable each principal to request ordinary maintenance or repairs; also, an emergency maintenance or repair system shall be maintained to handle situations that cannot be processed through normal channels because of danger to life or property.

**COMPUTER REPAIR AND
MAINTENANCE**

When problems with computer software are encountered the initial contact for assistance may be made to Educational Technology for classroom situations and Data Processing for administrative situations. These departments shall provide support for problem solving, mainly by telephone. If the problem requires additional diagnostics or is clearly a hardware repair issue, the Electronic Service Center shall be contacted for diagnosis of the problem. Staff members of all three departments (Data Processing, Educational Technology, Electronic Service Center) shall be

available to provide diagnostic assistance when they are at the site and problems occur. If unable to solve the problem, that staff member shall contact the appropriate department and apprise them of the problem.

Repair and maintenance of all computers in the District shall be coordinated by the Electronic Service Center. Outside vendors shall be utilized as needed.

An account has been established to cover the expense of maintaining instructional computers, including those computers in the Special Education and Vocational Education Programs. Campuses have been allotted a specific amount in their budget to pay for instructional computer repair. This shall be billed as a fixed rate service contract. By the end of the year the entire amount shall have been collected to cover the year's repair costs. Individual campuses and central administration departments must budget for computer repairs. Repair services, in addition to routine maintenance, shall be charged at the rate indicated on the charge schedule.

RELOCATION OF COMPUTER LABS

All campuses shall contact Educational Technology prior to relocating a computer lab. Educational Technology shall consult with Maintenance regarding the feasibility of the move prior to final approval. Relocation of campus computer labs shall require written approval from Educational Technology. Educational Technology shall provide the Electronic Service Center with notification of relocated labs at the time of approval and a request for services if ESC assistance shall be necessary in relocating the lab.

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