

SUN AREA TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: MAINTENANCE

ADOPTED: October 17, 2002

REVISED:

	704. MAINTENANCE
1. Purpose	Adequate maintenance of the buildings, property and equipment is essential to fiscal responsibility and efficient management of facilities.
2. Authority SC 701, 1850.1	The Joint Operating Committee directs that a continuous program of inspection and maintenance of the buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive.
3. Delegation of Responsibility	<p>The Administrative Director or designee shall develop and supervise a maintenance program which shall include:</p> <ol style="list-style-type: none"> 1. Regular program of facilities repair and conditioning. 2. Critical spare parts inventory. 3. Equipment replacement program. 4. Long-range plans for building modernization and conditioning. <p>The Administrative Director or designee shall develop guidelines necessary for maintenance, repair and improvement of physical facilities.</p> <p>The Administrative Director or designee shall develop a maintenance check list applicable to the building, property and equipment.</p> <p>The principal/supervisor, in conjunction with the designated maintenance employee, shall conduct a physical inspection of the building on a bimonthly basis and return a written report to the Administrative Director or designee as to the findings of that inspection.</p> <p>The Administrative Director shall report as needed to the Joint Operating Committee regarding the current maintenance and improvement program.</p>