

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

730

BUILDINGS AND GROUNDS MANAGEMENT

The care, custody and safekeeping of all school property shall be the responsibility of the Director of Buildings and Grounds. He/she shall establish such reasonable procedures and employ such reasonable means from time to time as may be necessary to:

1. Provide accurate information in regard to the nature, condition, location and value of all school property.
2. Safeguard school property against loss, damage or undue depreciation.
3. Recover and restore to usefulness any school property which may be lost, stolen or damaged.
4. Provide for the proper maintenance and safekeeping of school property by effective utilization of his/her staff.

He/she shall report directly to the District Administrator and advise the Buildings and Grounds Committee.

CROSS REF.: 243, Director of Buildings and Grounds (Job Description)

APPROVED: August 12, 2002

REVIEWED: February 11, 2008