

Richmond School District Policy Statement
Buildings and Grounds Maintenance

Policy #: 732

The Board of Education has the responsibility of providing for the proper use, safeguarding, and maintenance of school buildings and grounds for the citizens of the District, who are the owners of such buildings and grounds.

A building maintenance plan shall be established and maintained by the administration and approved by the Board of Education. This plan shall identify annual as well as long-range maintenance needs of the District and outline schedules by which such maintenance may be completed.

The District's annual operating budget shall include money for routine and emergency repairs of school buildings and equipment. "Routine repairs" are those resulting from normal wear and tear, and "emergency repairs" are those occurring as a result of fire, wind, vandalism, or some other act not due to normal use by students and staff. The District Administrator and staff shall prepare cost estimates for required repairs and submit them to the Board of Education for approval. Once each year, the Business Office shall give a full report to the Board of Education regarding the repair work done by the maintenance department.

Legal References: Wisconsin Statutes 120.12 (5)
 121.02 (1)(i)
 PI 8.01(2)(i) (Wisconsin Administrative Code)

Approved: 5/12/08