Richmond School District Policy Statement **Policy #: 730**
Buildings and Grounds Management

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.

The Director of Buildings and Grounds is assigned overall responsibility for coordinating all activities related to the safety and health considerations of the facilities for the entire District. This individual's responsibilities include the following:

1. Annually coordinate the implementation of the current-year's facility maintenance schedule.

2. At least once annually, conduct an inspection of each District facility for potential or demonstrated hazards to safety and health. In response to any such hazard that may be identified, this individual shall coordinate and verify the completion of any corrective action, the installation of any compensating device(s), or the completion of any other special arrangement that is made in response to the hazard.

3. Coordinate the implementation and periodic review of the District's long-range plan for maintaining the District-operated facilities at the level of the standards established for safe and healthful facilities. Any concerns or suggestions regarding the status of the long-range plan shall be brought to the attention of District Administrator or Director of Buildings and Grounds.

4. Coordinate the implementation and periodic review of the District's indoor air quality monitoring and maintenance plan.

5. Provide supervision and managerial oversight intended to ensure that maintenance procedures and custodial services are conducted in such a manner that the safety and health of persons conducting the services and of the persons using the facilities are protected.

6. Participate in the training, implementation, and review of school safety plans as provided above within this policy.

7. In addition, at least annually, a more thorough building inspection shall occur to identify potential or demonstrated hazards to safety. Inspections should not be limited to search for unsafe physical conditions, but should also include examination to detect unsafe practices and necessary maintenance work.

The annual buildings and grounds inspections shall be conducted by a team consisting of the Buildings and Grounds Director and District Administrator. Any issues may be brought to the Facilities Committee for review.

Legal References: Wisconsin Statutes 115.33
120.12(12)
120.44
121.02(1)(i)
PI 8.01(2)(i) Wisconsin Administrative Code

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