

OPERATIONAL SERVICES

Building and Grounds Management – Security

School buildings, because they are left unattended at certain times, offer the temptation for unlawful entry.

Responsibility for leaving the buildings in a secure condition must be clearly designated and the understanding and cooperation of all staff members must be enlisted. Procedures for safeguarding building keys shall be developed and carefully observed. Exterior door keys shall be issued only to administrators, staff and custodians and other persons according to regulations developed by the Superintendent. A fee, set yearly by the Administration, shall be charged for lost keys.

Provisions shall be made for a security check of every building on Saturdays, Sundays, holidays, and during vacation periods. Close liaison with the police also shall be maintained. The police shall be notified whenever an unlawful entry has occurred.

No employee shall allow a non-employee, including a family member, to possess or use any school district keys assigned to him or her. School district keys must remain in the possession of school district employees.

Building and Grounds Management – Vandalism

When vandalism has occurred, it shall be reported to the Building Principal and Superintendent. In most instances, the police will be notified. If the person causing the vandalism is apprehended, steps to secure restitution, including prosecution when appropriate, shall be taken.

Building and Grounds Management – Custodial Services

The schools of the District shall be maintained in a sanitary and attractive condition.

The custodial staff shall receive direction and supervision in the performance of its tasks. There will be an active in-service training program to increase effectiveness and to introduce new products or methods.

In addition to routine cleaning procedure, more extensive and thorough cleaning of buildings and equipment shall be scheduled for vacation periods, particularly during the summer.

Maintaining a clean and orderly school building is the responsibility of the custodians, all staff members and the students.

Building and Grounds Management – Records

The Superintendent shall maintain accurate records pertaining to the construction or alteration of all District buildings, including blueprints showing the location of service lines or other details that might be involved in repair or remodeling.

The Superintendent shall also maintain files on materials relating to major equipment purchases and any records that may be required for filing claims or reports.

Building and Grounds Management – Maintenance

The buildings of the school district represent a substantial investment by the community. They shall be maintained in good condition by a continuous program of repair, replacement, and preventive maintenance.

Major work which requires specialized skill or equipment shall normally be performed by outside workers on a contract basis, usually during vacation periods to avoid interference with classes. The Superintendent shall submit to the School Board a descriptive listing of such projects, together with cost estimates and an indication of priority. The School Board will determine which projects shall be undertaken and will authorize bidding as required.

An architect or other specialist may be used as a consultant or may be used to prepare plans and specifications.

Facilities Development – Supervision of Construction

The architect or construction manager shall be responsible for assuring that plans and specifications of construction are met in a satisfactory manner. He shall make periodic reports to the School Board regarding progress or any problems that have arisen.

The Superintendent and/or appropriate member of his staff shall likewise monitor the progress and quality of the construction, and shall endeavor to resolve with the architect any problems that are observed. They shall also make periodic reports to the School Board.

Facilities Development – Architectural Planning

Through discussion with its architect, the School Board will clarify its desires in regard to the functional, architectural, structural, mechanical, financial, and aesthetic criteria which will influence the design of the proposed facility. Based on these discussions, the architect will submit preliminary sketches and floor plans for Board consideration.

The Superintendent and appropriate members of his staff should participate actively in the planning process.

Cost estimates should be made by the architect so that adjustments in the plans can be made.

Final plans shall be approved by the School Board and must meet all legal requirements, including The Illinois Life/Safety Code. They must be approved by the Regional Office of Education.

Payment for architect's services shall be made in amounts as agreed upon in a contract payable over the life of the construction project.

LEGAL REF.: 105 ILCS 5/5-22

CROSS REF: 4:60

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