

## BUILDINGS AND GROUNDS — RECORDS AND REPORTS

Losses incurred through fire, theft, accident or vandalism will be reported to the superintendent as soon as they are discovered. The superintendent may report such losses to an appropriate agency as well as to the board.

The board expects the superintendent through the supervisor of buildings and grounds; to prepare and maintain maintenance services' records and reports. Such records and reports will include, but not be limited to:

- maintenance work orders for non-contract work;
- maintenance work orders and costs records of all contract maintenance work;
- utility records and invoices;
- heating, ventilating and air conditioning equipment maintenance records and reports; and
- annual costs analysis of the maintenance program specific to each district building.

Approved \_\_\_June 8, 2009\_\_\_