Series	**900**	**Facilities Development**
Section	**920**	**Facilities Planning**
Policy	**923**	**Facilities Maintenance – Five-Year Plan**

The District shall have a Building/Facilities Maintenance Plan for the maintenance needs of the District. All maintenance needs shall be submitted to the Administration for inclusion in the facilities maintenance project list which will be reviewed and prioritized with input from the school staff and the Building and Grounds Committee. The list will be reviewed by the Finance and Building & Grounds Committees to allow the highest priority to be included in the budget for a particular year. Any items rejected by the Administration can be presented to the Finance and Building & Grounds Committees for their review.

The Administration shall develop a maintenance plan outlining the facility maintenance needs of the District over a five-year period. The plan shall be updated and reviewed by Buildings & Grounds Committee quarterly or as needed and presented to Board semi-annually.

It shall be the responsibility of the Administration along with the appropriate school staff to gather data every year and present it to the Building & Grounds Committees for their review.

Legal References:
Cross Reference: 910 Facilities Development Goals, 910.1 Facilities Planning and use, 923 Facilities Maintenance-Five Year Plan
Approved: February 2008
Last Reviewed: May 2016