

**Facilities Operations**

The operation of the District's facilities shall be the responsibility of the Board of Trustees or their designee.

An adequate staff of custodial personnel will be employed by the District to operate the District's facilities. This responsibility shall include, but not necessarily be limited to the following:

1. Adequate and timely operation of each facility's heating system.
2. Proper care of the District's physical properties including walls, floors, roofs, ceilings and equipment in those facilities.
3. Adequate care of and timely lamp replacement in each facility's lighting system.
4. Proper care of the grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours. At no time shall a facility other than the community annex be occupied by a group of individuals without at least one Board or staff member being in the building during the time of occupancy by the using group.

**Policy History:**

Adopted on: 2008-09

Revised on: