

BUILDINGS AND GROUNDS — RECORDS AND REPORTS

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

The board expects the administration 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.