

BUILDING AND GROUNDS MANAGEMENT

Section I: RESPONSIBILITY

The Superintendent is responsible to the Board of Trustees for the maintenance and security of all equipment and properties of the school district. The Superintendent shall establish such procedures and employ such means as may be necessary to discharge this responsibility.

The Chief Operations Officer assigns the appropriate facilities team to keep each school plant clean, attractive, and in good repair. School Administrators should notify the appropriate facilities team to report deficiencies in maintenance, life safety or cleanliness as well as ventilation, lighting, and heating/air conditioning, according to the needs of the situation. A logical and orderly means for requesting routine maintenance or repairs shall be established for this purpose by the Chief Operations Officer.

School Administrators are responsible for the layout of their buildings ensuring that rooms and specialized areas are provided for scheduled activities. Appropriate furniture and storage areas are to be provided for the support of said instructional programs.

When adequate space, furniture, etc., is not available for implementation of the approved instructional and/or ancillary programs of the District, it shall be the responsibility of the Superintendent and his staff to report said deficiencies to the Board of Trustees and to work cooperatively with the board in remediating said deficiencies.

Section II: BUILDING LEVEL

All policies involving the cleaning and maintenance of school and administrative buildings and grounds are the direct responsibility of the Executive Director for Facilities Operations in conjunction with other appropriate school administrative offices. Organization for the preparing and serving of lunches and the job fulfillment of custodial personnel and others, are the responsibility of the Office of the Chief Operations Officer.

A high standard of school housekeeping is expected of all personnel, both administrative and educational. Work areas and classrooms should be kept clean, attractive, and orderly. Clutter is to be kept to a minimum such that safety and fire regulations are consistently and rigorously enforced.

Every person in a school, office building, or other JPS building is responsible for the care of the facility. All personnel, including students, are expected to pay an amount sufficient to take care of any damages which they may have accidentally or unintentionally caused to District property. In the case of willful damage of school property, such charges shall be made, and further disciplinary action taken. School Administrators are expected to take the necessary actions to ensure that school facilities are properly stewarded as they are investments by the citizens of this city

in the education of the students of Jackson Public Schools. (DEGD)

SOURCE: Jackson Public School District, Jackson, Mississippi
DATE: January 15, 1979
REVIEWED: November 9, 2021
AMENDED: July 21, 1986
October 16, 1989
December 20, 2016
November 9, 2021