

BEND-LA PINE SCHOOLS

Name: Buildings & Grounds – Management & Security

Administrative School District No. 1
Deschutes County, OregonSection: Facilities
Code: EC-AR**ADMINISTRATIVE REGULATION**

A. Management

The Superintendent or designee will develop and maintain plans and procedures necessary to assure the security of district properties and to provide for a continuing program of preventive maintenance designed to ensure that buildings are clean, safe and efficiently operated. The Superintendent or designee will have overall responsibility for the maintenance and security of the district's buildings and grounds.

The supervisor of maintenance will be responsible for the care, upkeep and security of the buildings and for supervision of school custodial services.

B. Security

Buildings constitute one of the greatest investments of the district and should be protected. Security includes:

1. Minimizing fire or other safety hazards;
2. Reducing the probability of faulty equipment;
3. Keeping records and funds in a safe place;
4. Protecting against vandalism and burglary;
5. Controlling keys by the site supervisor;
6. Minimizing disruptions to the student's educational process.

The Superintendent or designee will establish regulations as may be needed to provide for security of buildings and grounds.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the Superintendent and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within 24 hours of discovery and forwarded to the Superintendent's office.

Reviewed: 8/31/12
Approved: 8/31/12