



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3510
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Business and Non-Instructional Operations

Operation & Maintenance of Plant

Maintenance of Buildings

1. Purpose and Scope

To maintain the buildings in a safe and attractive manner that will provide a good teaching, learning, and environmental atmosphere.

2. Regulations

It is the responsibility of all persons connected with the district to identify and request work to be performed to assure the best functional life of the building and the best possible environment for teaching and learning.

- A. Requests for work to be performed shall follow the district maintenance procedure and approval process.
- B. It is the responsibility of the principal to budget for the general maintenance of assigned school buildings.
- C. All preventative maintenance for heating, ventilation, and air conditioning will be performed by district maintenance unless otherwise stipulated.
- D. It is the responsibility of the district to provide for the maintenance of all telephones and clock-operated bell systems.

Maintenance of Grounds

1. Purpose and scope

To maintain the grounds in a safe and attractive manner that will provide a good teaching, learning, and environment atmosphere.

2. Regulations

All turf mowing, fertilizing, edging, aerating, and related work will be provided by a district crew in accordance with the following:

- A. All turf mowing will be scheduled once a week.
 - (1) During winter and inclement weather, mowing will be done as necessary to provide a good playing surface.

- B. All watering of running tracks will be the responsibility of district maintenance.
 - (1) A watering schedule will be developed jointly by school principals and district maintenance.
 - (a) The schedule will include the following:
 - 1. The starting and completion dates.
 - 2. The time of day, days of week.
 - 3. The amount of water per each scheduled day.
 - (b) All requests for special track watering will be in writing by the principal and in the district maintenance office forty-eight (48) hours prior to date of user's needs.

- C. It is the principal's responsibility to:
 - (1) Identify all physical educational fields that require major rebuilding and replanting.
 - (2) Include in the scheduling ample planning to insure the best possible use of "off season" manpower, equipment, and adequate growing time.
 - (3) Maintain all irrigation systems.

Cleaning

1. Purpose and Scope

To insure a clean environment that will contribute to an uninterrupted educational plan.

2. Regulation

It is the responsibility of each school plant supervisor to supervise, inspect, and report to the principal areas not meeting required cleaning standards.

Regulation

approved: 1/13/87