PROCEDURES FOR REPORTING FACILITY PROBLEMS

**BALDWIN COUNTY CAREER/TECHNICAL EDUCATION**

# **Care of Facilities and Equipment:**

 The care that school property and equipment receives reflects the attitude of administrators, teachers and students toward their work. Positive means must be used by each teacher and the director/administration to insure care and protection of the school property. Abuse and misuse of school furniture and property is not to be tolerated. Teachers must teach the care of school equipment and property in every course.

 All personnel will stress the responsibility each student has toward keeping the buildings and grounds clean, and instill in each child a school pride that will make him/her want to keep classrooms, buildings, restrooms, and school grounds clean. Teachers are expected to require students to care for school property throughout the school campus.

Report any needed repairs of facilities to the administrator on campus. Report any needed repairs of equipment to the coordinator of career/technical education at once. Teachers are responsible for property in their work area.

**Maintenance and Updating Facilities:**

 Instructors should report facility maintenance needs on a **Building Maintenance Request Form** to the administrator on campus who, in turn, shall determine if repairs can be made by school maintenance personnel. If necessary, the administrator will forward the request to the Board of Education maintenance supervisor who, in turn, will implement the repairs as soon as possible.

 Requests for major repairs, building modifications, or additions should be submitted by the coordinator/administrator to the Superintendent and/or Board of Education at least one year prior to expected completion. Minor alterations which involve changing the original building plans must be approved by the Superintendent and/or maintenance supervisor.

The coordinator will develop a **Facility Review Checklist**. A periodic check will be made to help determine immediate and long-range needs.