

OPERATIONAL SERVICES

BUILDINGS AND GROUNDS - BUILDING AND GROUNDS RECORDS AND REPORTS

The Superintendent shall maintain accurate records pertaining to the construction or alteration of all district buildings, including blueprints showing the location of service lines or other details that might be involved in repair or remodeling.

The Superintendent shall also maintain files or materials relating to major equipment purchases and any records that may be required for filing claims or reports.

Adopted: March 10, 1983
Revised: June 10, 1999