

LONG RANGE MAINTENANCE PROGRAM REGULATIONS *Date Reviewed/Approved: 12/03/2007* *Policy Number: 9200*

Rescinds Policy Number: EBI-R

Issued: 09/01/1979, 10/04/2004

In order to proceed with a proper maintenance and replacement program, the following has been approved as an initial program of preventative maintenance:

1. Boilers - The state insurance department annually inspects the boilers and gives a separate report on the condition of each boiler. The report details the necessary repairs to be made if continual operation is desired.
2. Painting - A record of the painting both inside and outside the district's buildings will be used in planning preventative maintenance and insuring fairness in making decisions. The kind of paints used will also be noted in order to study the durability factor. All buildings will be placed on a rotating schedule for painting every 12 years.
3. Plumbing and electrical - In the individual school plant record, information on plumbing and electrical fixtures will be maintained, by the Director of Maintenance. This information on the separate school plants will serve as a guide for replacement and modernization.
4. The inventory of furniture and equipment will be used in the replacement of both items. Planned or systematic furniture and equipment replacement will be followed in all cases.
5. Motor vehicles - Trucks, cars, mowers, trailers, etc., used by the school department will be maintained and replaced according to a schedule for effective operation and safety.
6. Industrial arts and vocational equipment - In order to keep the equipment modern, an inventory record will be kept, and a study will be made each year of repairs needed on each item as prescribed by the Director of Career and Technical Education.
7. Personal equipment located on school sites and not owned by Orange County Schools will not be maintained by Orange County Schools Maintenance Department.