

Lake County School District 7

Code: **DID**
Adopted: 8/12/02
Readopted: 12/13/10
Orig. Code(s): DID

Property Management and Inventory

It is the policy of the Board to provide and maintain in safe and healthy conditions the facilities needed for the program and services of the district. These properties shall be made available for public use when it is not in conflict with the requirements of the educational activities of the district.

The district's property management and inventory program will be governed in accordance with the following requirements:

1. Inventory Procedures (General Fund)

The superintendent shall develop as needed a procedure for inventorying all facilities of the district and shall report regularly to the Board the condition of such facilities and equipment. The inventory shall be maintained in accordance with governmental accounting standards and include buildings, grounds and equipment valued in the excess amount consistent with the Oregon Department of Education guidance as defined by the Program Budget and Accounting Manual and as specified by the Board in the first organizational meeting in July.

2. Insurance Requirements

The inventory shall be such as to provide evidence in case of loss for whatever cause as recommended by the district's insurance agent-of-record.

3. Projected Requirements

The inventory shall provide a basis for projecting the long- and short-term needs of the district in order to:

- a. Accommodate changes in student enrollment;
- b. Provide for major facility replacement due to hazardous conditions or to obsolescence;
- c. Update items for better implementation of the district's programs and services and to better meet the appropriate needs of the public.

4. Appraisals

The district shall have all property appraised on a periodic basis as recommended by the auditor.

5. Responsibility

Maintenance personnel, the business manager and building principals shall assist the superintendent in the upkeep and proper management of district buildings, grounds and equipment. Their responsibilities shall include:

- a. The preparation of each facility for the safe and healthy daily use by students, staff and the public;
- b. Advice and counsel on the condition, maintenance and replacement needs of the facilities and equipment.

6. Recommendations

The superintendent shall make recommendations to the Board for identifying those facilities that are in need of major renovation and shall provide for such in the district annual or biennial budget: for the determination of factors to consider when a facility should be removed from service (i.e., a school or other building closed), for the acquisition of temporary facilities as needed for emergency use or for sudden changes in educational service or student enrollment.

7. Maintenance and Public Use

The superintendent shall develop a system for the maintenance and use of facilities, equipment and materials used in district programs and shall provide for public use of these items as may be appropriate under Board policy EDC/KGF – Authorized Use of District Equipment and Materials and KG – Community Use of District Facilities and accompanying administrative regulations.

8. Inventory Procedures (Federal Property)

The superintendent shall develop and update annually a procedure for inventorying all equipment purchased by the district with federal funds. The inventory procedures shall include all of the requirements set forth by federal grants and other regulatory requirements.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.