

Multnomah Education Service District

Code: **EC**
Adopted: 9/20/94
Amended: 6/21/11
Reviewed:

Management, Maintenance, Inspection and Security of Buildings and Grounds

Buildings constitute one of the greatest investments of MESD and should be protected. Safety and economy of operation require effective maintenance of MESD's owned and leased properties.

The superintendent is charged with the responsibility of caring for and protecting the facilities.

Staff shall be responsible for the safe use of buildings, grounds and equipment in the classrooms and other areas in which they teach and work.

Management of Buildings and Grounds

The superintendent or designee shall develop and maintain plans and procedures necessary to assure the security of MESD owned and leased properties and to provide for a continuing program of preventive maintenance designed to ensure that buildings are clean, safe and efficiently operated.

The superintendent shall keep the Board informed about MESD owned and leased properties and shall make other such reports as the Board requests.

Losses incurred through fire, theft, accident or vandalism shall be reported to the superintendent or designee as soon as they are discovered. The building administrator shall report such losses to their Director, the Facilities Coordinator, superintendent and appropriate agency. The superintendent shall report such losses to the Board.

Maintenance of Buildings and Grounds Inspection

All buildings, equipment and grounds will be inspected by the superintendent or designee monthly and at other times as needed for evidence of health and safety hazards to ensure adequate maintenance as required by state and federal law. Such hazards will be reported immediately to the appropriate supervisor and the safety officer. Dangerous or unsafe conditions shall be remedied as soon as possible.

Staff shall report promptly to the supervisor/principal any defects in building, furniture, playground apparatus or other equipment that may prove injurious to the comfort, health or safety of students and/or staff.

MESD custodial staff shall maintain facilities and grounds to reasonably ensure the health and safety of all persons using them.

Security of Buildings and Grounds

The superintendent or designee is directed to establish regulations as may be needed to provide for security of buildings and grounds. Security includes:

1. Minimizing fire or other safety hazards;
2. Reducing the probability of faulty equipment;
3. Keeping records in a safe place;
4. Protection against vandalism and burglary;
5. Controlling keys.

Incidents of illegal entry, theft of MESD property, vandalism or damage to MESD property from any cause shall be reported by phone to the office of the superintendent and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within 24 hours of discovery and forwarded to the superintendent's office. The superintendent will notify the Risk Manager.

The superintendent and cabinet will develop administrative regulations for implementation of this policy.

END OF POLICY

Legal Reference(s):

[ORS 334.125 \(7\)](#)

[ORS 332.172](#)

[ORS 334.175](#)

[ORS 334.185](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0140](#)

[OAR 437-002-0144](#)

[OAR 437-002-0145](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0360](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)

[OAR 581-022-0705](#)

[OAR 581-022-1420](#)

[OAR 581-022-1530](#)

[OAR 581-022-1610](#)

[OAR 581-024-0275](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 356 (2000).

Cross Reference(s):

ECB - Buildings and Grounds Maintenance