

## **Plan for the Operation, Maintenance, and Improvement of the Physical Plant**

The Southeastern Regional School District will operate, maintain, and improve all school facilities at the highest level possible in order to support the mission and goals of the school district.

### **1. Operations:**

- a. The Superintendent has overall authority of school operations. The Superintendent is charged with developing a District Improvement Plan to be approved by the District School Committee in conjunction with the administrative staff that includes plans to operate, maintain and improve the school facility.
- b. The Supervisor of Facilities and Security and the Supervisor of Custodians are responsible for the overall operation and maintenance of the facility and grounds including safety and security.
- c. The Technology Director is responsible for the design and management of the technical resources of the school.
- d. The administrative staff has input on the daily operation of the school facility
- e. The school district annually budgets adequate funds to properly operate the school facility.
- f. The school district will hold Excess and Deficiency funding (E & D) up to but not exceeding the statutory limits in reserve to address unforeseen major facility need
- g. The school district will comply with all federal, state, and local laws and regulations regarding the safe operation of a public school facility.
- h. The school district will partner with outside sources in order to maximize internal and external resources.
- i. On an annual basis, the District Business Manager will review insurance needs and requirements in order to properly insure all entities of the school district.
- j. The School district in cooperation with federal, state, and local authorities will comply with all school-wide safety inspection regulations and laws.
- k. The school district will review and update all interior and exterior pattern flows based on building design, repair, modification, or new construction to ensure the safety of all students, staff, and guests.

### **2. Maintenance:**

- a. The Facilities Supervisors are responsible for making recommendations to the Superintendent regarding all facility and maintenance staffing.
- b. The appropriate number of facility and maintenance staff members will be scheduled to maintain the building and grounds on a regular basis. Schedules will be developed to maximize resources without impacting the educational mission of the school.
- c. Routine maintenance, building security and special projects will come under the direction of the Facilities Supervisors.
- d. A budget will be developed and approved annually for the purchase of supplies, equipment, and services to properly maintain all school facilities.
- e. The Facilities Supervisors will work in cooperation with local, state and federal authorities regarding school inspections and annual reporting requirements.
- f. The Facilities Supervisors will work with internal and external sources in properly securing all needed permits and licenses.

- g. MSD information sheets will be updated as new products arrive or as products change within all areas of the school district. This information is web-based.
- h. The Facilities Supervisors will coordinate with the Professional Development Team annual "*Right to Know*" training for all district staff.
- i. Facility and maintenance staff will receive safety training on all new equipment, tools, and chemicals.
- j. Facility and maintenance staff shall wear appropriate safety equipment and attire while working.

### **3. Improvement**

- a. The district Improvement Plan will be reviewed and updated annually to address both short range and long range improvements to school facilities.
- b. The Superintendent in cooperation with the District School Committee will develop the appropriate committees (as needed) to plan, process, and approve school improvements.
- c. The school district will use internal and external resources to plan, revise, and implement school improvements.
- d. The administration, faculty staff, students, program advisory committees, and community members will have input on school improvements.
- e. The school district will annually fund school improvements as a component of the budgeting process.
- f. The School District will comply with all local, state, and federal laws and regulations regarding improvements to the school.
- g. The school district will follow comply with the Southeastern Regional School agreement and with all regulations regarding informing and seeking approval of the member communities regarding school improvements.
- h. School improvement plans will be communicated by the Superintendent and/or members of the administrative team to students, staff, and members of the district communities.

### **4. Organizational Structure**

The Supervisor of Facilities and Security and the Supervisor of Custodians report directly to the Superintendent. The Supervisor of Facilities and Security has oversight for HVAC Technician, Master Electrician, Master Plumber, Construction Workers, Grounds workers, and security employees.

The Custodial Supervisor has oversight of three Custodial shifts that have responsibility for building cleaning and maintenance. The Supervisors work collaboratively to ensure the physical plant and grounds are maintained.