

BUILDINGS/GROUNDS/PROPERTY MANAGEMENT

Code **EC** Issued **10/13**

Purpose: To establish the basic structure for the management of district property.

The care, custody and safekeeping of school property are the general responsibility of the superintendent. Within separate schools, the principal will be responsible for the proper care and maintenance of the buildings, equipment and grounds.

The principal will establish such procedures and employ such means from time to time as may be necessary to accomplish the following.

- Provide accurate information in regard to the nature, condition, location and value of school property.
- Safeguard schools against loss, damage or undue depreciation.
- Recover and restore to usefulness any school property which may be lost, stolen or damaged.
- Do everything necessary to ensure the proper maintenance and safekeeping of school property.
- Report immediately any physical deficiency or repair needs related to any school property.

Adopted 8/13/91; Revised 8/10/04, 10/8/13

Legal references:

A. S. C. Code of laws, 1976, as amended:

1. Section 59-23-210 – Construction, improvement and renovation of public schools; compliance with the South Carolina School Facilities Planning and Construction Guide; committee members; submission of plans.