

Operational Services

Building and Grounds Records and Reports

The Superintendent shall maintain accurate records pertaining to the construction or alteration of all district buildings, including blueprints showing the location of service lines or other details that might be involved in repair or remodeling.

The Superintendent shall also maintain files or materials relating to major equipment purchases and any records that may be required for filing claims or reports.

Adopted: May 22, 1997  
Reviewed: January 23, 2003  
Reviewed: November 17, 2010