

BUILDINGS AND GROUNDS MANAGEMENT 3500

The care, custody and safekeeping of all school property shall be the responsibility of the Superintendent who shall be responsible for the constant review of school building needs, for the maintenance of school property, for the operation of school plants, and for the employment and training of maintenance personnel.

Cross Reference:

Policy 3500.1 (Supervisor of Buildings and Grounds)

Approved 4/28/1981

Reviewed and no changes made 6/7/2016Previous Policy Number: EC

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Supervisor of Buildings and Grounds 3500.1

Upon the recommendation of the Superintendent, the Board shall appoint a Director of Facilities, who shall be directly responsible to the Assistant Superintendent for Finance and Administration and shall devote full time to supervision of the maintenance and operation of the school plant.

Cross Reference:

Policy 3500 (Buildings and Grounds Management)Policy 1330 (Use of School Facilities)Policy 1330.2 (Rentals and Service Charges)Policy 1330.1 (Community Use of School Facilities)

Approved 6/6/1987

Amended 6/7/2016Previous Policy Number: EC1

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Security 3500.2

It is the best interest of the school district to provide adequate security for all school buildings.

Security means not only maintenance of secure (locked) buildings, but also protection from fire hazards and faulty electrical, plumbing and heating equipment. The Board requires and encourages close cooperation with local police and fire departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. A well-controlled key management system shall be maintained by the Supervisor of Buildings and Grounds which will limit access to buildings to authorized personnel only and will safeguard against the potential of entrance to buildings by unauthorized persons.

Records and funds shall be kept in safe places and under locks when required.

Protective devices, designed to be used as safeguards against illegal entry and vandalism, shall be installed when appropriate. The Board reserves the right to hire appropriate security.

Cross Reference:

Policy 3450 (Cash in School Buildings)

Approved 4/28/1981

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Vandalism 3500.3

Every citizen of the city, students, and members of the Police Department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report any such incidents to the appropriate school principal.

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FIRE DRILLS & CRISIS RESPONSE DRILLS 3500.4

All Meriden Public schools shall provide for a fire drill to be held not later than thirty (30) days after the first day of each school year and at least once each month thereafter.

A crisis response drill shall be substituted for a fire drill once every three (3) months. The format for the crisis response drill shall be developed in consultation with the Meriden Police Department.

Legal Reference:

Connecticut General Statutes, Section 10-231

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Insurance 3500.5

The Board of Education has the responsibility to maintain an adequate insurance program to protect the property of the Board against fire and criminal acts, to protect the Board members and employees against any liability resulting from the discharge of their duties, and to offer protection against injury for all employees while acting in behalf of the school district.

The responsibility for administering the total insurance program shall be delegated to the Superintendent and the Director of Business Services of the Meriden Public Schools.

Cross Reference:

Policy 5181.3 (Authorized Transportation)

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