



## **EC – PROPERTY MANAGEMENT**

Poudre School District property, including grounds, buildings and other facilities, represents a major investment of public money, and as such shall be efficiently utilized, economically managed, and properly maintained in accordance with governing federal, state and local laws and applicable District policies and regulations.

### **GENERAL RESPONSIBILITIES**

The superintendent or superintendent's designee(s) shall establish administrative guidelines and procedures for the management, maintenance and protection of all District property, and shall have general oversight responsibility for:

1. Facilities planning, design, and construction;
2. Facilities and grounds;
3. Property management;
4. Custodial services;
5. Utilities management and environmental services;
6. Transportation;
7. Food services; and
8. Safety, security, and emergency planning.

### **GOVERNING PRINCIPLES FOR THE MANAGEMENT, MAINTENANCE AND PROTECTION OF DISTRICT PROPERTY**

District property shall be managed and maintained in accordance with all governing laws and District policies and regulations.

Any material change in the intended use of District grounds, buildings and other facilities shall be approved by the superintendent or superintendent's designee.

All remodeling, retrofitting, renovations, repairs, modifications, additions and other improvements of District grounds, buildings and other facilities shall be coordinated through the Operations Department and shall be made in accordance with governing laws and District policies and regulations, including but not limited to applicable building codes and educational and technical specifications. Operations Department staff shall work collaboratively with site managers regarding the nature and scope of such improvements needed/requested, cost and source(s) of funding for such improvements, timeline for completion of such improvements, special considerations regarding the impact work on such improvements may have on operations at the site, and prioritization of improvement projects between sites.

Approved by Superintendent: October 13, 2008

LEGAL REFS:

- 6 CCR 1010-6, Rules 1-101 et seq.
- 6 CCR 1010-6 Rules 2-101 et seq.
- 6 CCR 1010-6, Rules 3-101 et seq.
- 6 CCR 1010-6, Rules 4-101 et seq.
- 6 CCR 1010-6, Rules 5-101 et seq.
- 6 CCR 1010-6, Rules 10-101 et seq.

CROSS REFS:

- CFD, Site-Based Management
- DJB, Purchasing Procedures