

BUILDINGS AND SITES - Series 900

902 Maintenance and Operation

902.2 Requests for Improvements

Requests for improvements to or repairs of school district property shall, except in emergencies, follow the proper lines of authority and the proper sequence of organization as outlined in the district's maintenance schedule.

When an emergency arises that directly affects the learning environment or the safety and welfare of the people in the building, the following shall supersede the official maintenance schedule:

- (1) Any staff member shall do all in his or her power to correct the emergency as needs dictate; or
- (2) Any staff member shall, if he or she is unable to correct or control the emergency, immediately report the situation to maintenance staff and building principal.

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Review Date: January 11, 2010

Revision Date: January 11, 2010

Legal References: Iowa Code Sections 24.6; 297.8; HF 2521, 7/1/80
Attorney General Rulings: O.A.G. 1925, 1926, p. 444