

***Policy Type: Operational Expectations*****Facilities**

The Superintendent shall assure that physical facilities support the accomplishment of the Board's **Results** policies, are safe and properly maintained.

The Superintendent will:

1. Develop a plan that establishes priorities for construction, renovation and maintenance projects that:
  - a. Assigns highest priority to the correction of unsafe conditions;
  - b. Includes maintenance costs as necessary to enable facilities to reach their intended life cycles;
  - c. Plans for and schedules preventive maintenance;
  - d. Plans for and schedules system replacement when new schools open, schools are renovated or systems replaced;
  - e. Discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization.
2. Project life-cycle costs as capital decisions are made.
3. Assure that facilities are clean, sanitary and safe.
4. Develop and consistently administer facilities use guidelines delineating:
  - a. permitted uses;
  - b. the applicable fee structure;
  - c. clear user expectations, including behavior, cleanup, security, insurance and damage repair;
  - d. consequences and enforcement procedures for public users who fail to follow the established rules.

The Superintendent may not:

5. Build or renovate buildings.
6. Recommend land acquisition without first determining growth patterns, comparative costs, construction and transportation factors and any extraordinary contingency costs due to potential natural and man-made risks.

7. Authorize construction schedules and change orders that significantly increase cost or reduce quality.
8. Unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.

Adopted: March 3, 2009  
Amended: December 13, 2010  
Updated: January 9, 2017

**Monitoring Method:** *Internal report*  
**Monitoring Frequency:** *Annually per work plan*

Hutchinson, KS USD 308 Board of Education

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