

**POLICY TITLE: FACILITIES OPERATIONS**

The operation of the Canyon-Owyhee School Service Agency’s facilities shall be the responsibility of the Chief Executive Officer (CEO) through the Maintenance Department Head. The Maintenance Department shall manage the operation of the Canyon-Owyhee School Service Agency’s school facilities.

An adequate staff of custodial personnel will be employed by the Canyon-Owyhee School Service Agency to operate the Canyon-Owyhee School Service Agency’s facilities. This responsibility shall include, but not necessarily be limited to, the following:

1. Adequate and timely operation of each facility’s heating system;
2. Proper care of the Canyon-Owyhee School Service Agency’s physical properties, including walls, floors, roofs, ceilings, and equipment in those facilities;
3. Adequate care of and timely lamp replacement in each facility’s lighting system;  
and
4. Proper care of each facility’s grounds and playgrounds.

Because of the nature of facility operations, this service shall be provided not only during the normal scheduled working day and working year, but shall also occur during those times when the building is occupied outside of regular hours.

The Canyon-Owyhee School Service Agency seeks to maintain and operate facilities in a safe and healthful condition. The Maintenance Department Head, in cooperation with the principals, fire chief, and county sanitarian, shall periodically inspect plants and facilities. He or she shall provide for a program to maintain the Canyon-Owyhee School Service Agency physical plant by way of a continuous program of repair, maintenance, and reconditioning. Budget recommendations shall be made each year to meet these needs and any such needs arising from an emergency.

The Maintenance Department Head shall formulate and implement energy conservation measures. Administrators and staff are encouraged to exercise other cost-saving procedures in order to conserve the resources of the Canyon-Owyhee School Service Agency in their buildings.

**LEGAL REFERENCE:**

I.C. § 33-1613	Safe Public School Facilities Required
I.C. § 33-512	Governance of Schools
I.C. § 33-701	Fiscal Year – Payment and Accounting of Funds

**POLICY HISTORY:**

Adopted: September 16, 2019  
Reissued: August 16, 2021