

## **Facilities Development Goals/Priority Objectives**

It is the goal of the Board to maximize the long-term return of the substantial investment the district has in its physical plants. Decisions regarding physical plants will be based on the greatest benefit collectively to the entire St. Vrain Valley School District community.

To ensure clear and timely communications regarding the condition of physical plants, each building administrator/manager will designate no less than one or no more than three individuals as their resident facility coordinator(s) (RFC). The RFC(s) shall serve as the single point of contact with the district operations and maintenance department for all communication, approval and updates regarding the needs of the physical plants.

RFCs will be required to take an initial class which will provide orientation and training to execute this essential function for the building. Annual refresh classes will also be required.

The head custodian shall serve as one RFC.

Each physical plant is to be managed and operated in accordance with federal, state and local regulations, codes and statutes and Board of Education policy.

The maintenance department will be responsible for establishing preventative maintenance schedules that ensure each physical plant will receive scheduled services, as determined by available resources.

Timely service will be provided to ensure, within constraints of available resources, the continued operation of a facility in a safe and secure manner.

Each building administrator/manager is responsible for the day-to-day utilization and operation of the physical plants assigned, including:

Day-to day routine oversight and care of physical plant

Physical plant security

Efficient operation of physical plant consistent with intended use

Reporting of physical plant maintenance needs

Physical plant improvements and modification of any nature, including volunteer resources, shall be coordinated utilizing the facility modification request (FMR) process. Improvements and modifications shall conform to applicable building codes, permitting, bonding and insurance requirements as well as educational and technical specifications. District personnel shall ensure that all required permits and approvals are obtained as appropriate for work to be performed.

Energy policy and strategies to ensure energy-efficient operation of the physical plant shall be initiated by the energy manager with approval of the executive director of support services and shall apply to all district physical plants.

A change in general use or character of occupancy of a facility must be approved by the executive director of support services or designee.

A physical plant and grounds audit will be performed for at least one-third of the district's physical plants each year.

District employees, in execution of their assigned duties, are responsible for assisting in the operation and management of district physical plants in a manner consistent with Board policy and shall cooperate in the implementation of this policy.

Approved: April 11, 2007

Revised: October 28, 2015