

GENERAL SUPPORT SERVICES: Building/Grounds Services

Overview: Building/Grounds Services support the culture and climate of the educational system. This service helps protect the significant investment made by the community. Improved school spirit and community pride may be influenced by the quality of this service.

GUIDING QUESTIONS	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
	<ul style="list-style-type: none"> What is the current condition of our facilities and what is our capital improvement plan? Are adequate resources being provided to ensure safe, well maintained and attractive buildings and grounds? What is our long range plan for ensuring facilities meet or exceed all requirements, accommodate future enrollment needs, and support student learning? What is our policy on the use of school facilities by the community? <i>See Spotlight 13.</i> What options exist for facilities maintenance? E.g. permanent staff, contracted services, etc. Are we effectively and efficiently using our current facilities? 	<ul style="list-style-type: none"> Does each school have a comprehensive facility review completed? What are the results? Does each school have a maintenance plan in place? Are there sufficient resources to support building maintenance? Is there a professional development plan to train building maintenance staff? Are building maintenance initiatives coordinated among schools in the supervisory union? Do schools meet federal and state safety codes? Are playgrounds assessed for safety? 	<ul style="list-style-type: none"> What is the current condition of the building? Is there a plan (long and short-term) that describes the maintenance of buildings and grounds? Is there a capital improvement plan for buildings and grounds? Who is responsible for maintenance of buildings and grounds? Who supervises/evaluates the staff responsible for buildings and grounds? Is the staff skilled and trained appropriately to support building maintenance initiatives? How are requests for facilities use handled?

GENERAL SUPPORT SERVICES: Building/Grounds Services *(continued)*

	SCHOOL BOARD	SUPERINTENDENT	PRINCIPAL
TASKS TO CONSIDER	<ul style="list-style-type: none"> ◆ Review policies. Ensure policy for community use of facilities is in place. ◆ Review/Adopt long rang- facilities and financing plans and review its potential impact on the budgeting process. ◆ Check for proper insurance coverage. ◆ Review the report on the current status of facilities as well as critical facility needs (safety, security, immediate needs). 	<ul style="list-style-type: none"> ◆ Ensure that facility reviews are completed and coordinated. ◆ Develop building maintenance plans. ◆ Review budgets and recommend to boards the necessary allocation of resources to support building maintenance plans. ◆ Review staff skills and certifications. Engage in profess-ional development initiatives as needed. ◆ Ask supervisors to meet regularly to review and coordinate building maintenance initiatives. ◆ Review Vermont School Boards Insurance Trust (VSBIT) School Management Resource Center at www.vsbbit.org. 	<ul style="list-style-type: none"> ◆ Meet with the superintendent to understand the buildings and grounds responsibilities and roles. ◆ Complete report on facility condition and needs. ◆ Review required maintenance plans with staff. ◆ Clarify roles and responsibilities for facilities use and management with the district. ◆ Clarify system for responding to emergency facilities issues.