



## School and Grounds Management Administrative Procedure 6.20

6.0 Facilities

---

**Board Governance Policy Cross Reference:** 1, 2, 3, 12, 13, 16, 18

---

**Legal Reference:**

---

**Administrative Procedure Cross Reference:** 6.40 School Buildings and Grounds:  
Inspections

---

**Date Adopted:** January 1994

**Date Amended:** March 2016, June 2019, November 2024

---

### School and Grounds Management

The care, custody, and safekeeping of all school property shall be the general responsibility of the Principal, in co-operation with the Buildings Supervisor.

The Buildings Supervisor shall be responsible for:

- a) The constant review of school building needs and, when a building program has been approved by the School Board and the Public Schools Finance Board, for the supervision of new construction;
- b) For maintenance of Division property and for the operation of Division plants;
- c) For employment and training of maintenance personnel.

Within each school, the Principal shall be responsible for the care and upkeep of the building and for the supervision of the school custodial services. Refer to ***Procedure 6.40 School Buildings and Grounds: Inspections.***

The building and grounds management provided by the Division through the Operations Department shall be considered a supplementary service.

The Principal shall retain the basic responsibility for overseeing buildings and grounds maintenance and for supervising Caretakers in their buildings.

Any changes to school property must be approved by the Buildings Supervisor.

All playground equipment must be installed by supplier or under direct supervision of supplier.