

BUS10.8 - Maintenance and Control of Materials and Equipment

B - Business

Objective:

Employees are responsible for the proper care and control of district facilities, equipment, and property. The district will implement a preventive maintenance program to extend the life of its assets.

1. Preventive Maintenance Program:

A preventive maintenance program will be developed to ensure district equipment is properly maintained. The Superintendent is authorized to hire specialists for maintenance and allocate budget for these services.

2. Surplus Equipment:

Surplus property will be transferred to the business manager for reassignment to other district locations, and equipment transfers must be approved by the appropriate administrator.

Legal References:

- Arizona Revised Statutes (A.R.S.) 15-341, 15-721 et seq.
- Uniform System of Financial Records: III-G-2