

Procedures for Buildings and Grounds Management

The care, custody, and safekeeping of all ESD property will be in the general responsibility of the superintendent and/or director of business services. The superintendent and/or director of business services will be responsible for:

1. The ongoing review of ESD building needs;
2. For maintenance of ESD property and for the operation of ESD plants; and
3. For employment and training of maintenance personnel.

The director of business services will retain the basic responsibility for overseeing buildings and grounds maintenance and for supervising maintenance employees. The director of business services will develop and implement a system for such ongoing review of maintenance and repair needs, and ensure that all repairs conform to applicable building codes of the state of Oregon, and to any other federal and/or local requirements that may apply. The director of business services will also coordinate with the superintendent on larger scale modifications, additions, and refurbishing to ESD property and/or buildings.