

THE SCHOOL DISTRICT OF
PHILADELPHIA

No. 704

Section: Property

Title: Maintenance

Adopted: April 27, 1981

Revised: June 24, 2021

704 MAINTENANCE

Purpose

The Board of Education (“Board”) is committed to making every School District of Philadelphia (“District”) school a safe, welcoming, and healthy place for students, staff, and the community. The purpose of this policy is to provide for adequate preventative and corrective maintenance of District buildings, property, and equipment which is essential to fiscal responsibility and efficient management of District facilities.

Authority

To promote the goal of creating safe and welcoming schools, the Board directs that the District implement and establish a program of inspection and maintenance of all District buildings, property, and equipment. Wherever possible, maintenance shall be preventive.

Delegation of Responsibility

The Board directs the Superintendent or their designee, through the Division of Operations, to develop and supervise a maintenance program which shall include:

1. A regular program and plan regarding preventative and corrective maintenance, equipment monitoring, repair, and improvement of buildings;
2. Administrative procedures for the maintenance of District facilities;
3. Maintaining a critical spare parts inventory; and
4. An equipment replacement program.

The Department of Facilities Management and Services will coordinate with other District offices as needed and in accordance with all Board policies, including, but not limited to, [Policy 705](#) - Workplace and Construction Project Safety and [Policy 708](#) - Environmental Management.

[1][2]

Mandatory Regulatory Procedures

The Superintendent or their designee, through the Department of Facilities, shall develop a maintenance checklist applicable to all District buildings.

Each building principal or building designee, in conjunction with their building engineer, shall conduct a physical inspection of the building on a monthly basis and take appropriate action. The building engineer and the Department of Facilities will coordinate with the Office of Environmental Management Services (“OEMS”) on environmental concerns, in accordance with [Policy 708](#).

The Superintendent or their designee, through the Division of Operations, shall report to the Board regarding the current maintenance and improvement program as requested.

The responsibility for maintenance of District properties that are occupied by a third party shall be in conformity with the applicable agreement between the District and the third party.

Legal References:

1. [Policy 708](#) - Environmental Management
2. [Policy 705](#) - Workplace and Construction Project Safety

Related Information:

[Policy 704 Administrative Procedures](#)