

NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Maintenance

I. PURPOSE

TO ESTABLISH PROCEDURES FOR THE MAINTENANCE OF THE SCHOOL PLANT AND FOR IMPROVEMENTS TO BUILDINGS AND GROUNDS OF THE BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

III. PROCEDURES

A. MAINTENANCE

1. Maintenance of buildings and grounds shall be accomplished through BCPS maintenance staff or contractual services.
2. All contractual services for maintenance activities shall be in compliance with procedures outlined by the Office of Purchasing.

B. IMPROVEMENTS TO BUILDINGS AND GROUNDS

1. Improvement projects for buildings and grounds shall be done as funds are available and in accordance with a priority listing recommended by the Department of Physical Facilities and subject to the review and approval of the Superintendent [of Schools and the staff].
2. Wherever possible, all design work shall be done by BCPS [the engineering staff of the Baltimore County Public Schools].
3. IMPROVEMENTS TO BUILDINGS AND GROUNDS, FUNDED IN THE ANNUAL OPERATING BUDGET, SHALL BE DIRECTED BY THE DEPARTMENT OF PHYSICAL FACILITIES.
4. ALL PROJECTS OVER \$25,000 MUST COMPLY WITH STATE LAW AND ESTABLISHED BOARD OF EDUCATION OF BALTIMORE COUNTY POLICIES, SUPERINTENDENT'S RULES, AND PROCEDURES.

RULE 3520

LEGAL REFERENCE: *ANNOTATED CODE OF MARYLAND*, EDUCATION
ARTICLE §5-112, *BIDS*
COMAR 23.03.02.18, *MAINTENANCE*

RELATED POLICIES: BOARD OF EDUCATION POLICY 3210, *PURCHASING
GUIDES*
BOARD OF EDUCATION POLICY 3215, *CONTRACTS*
BOARD OF EDUCATION POLICY 3200, *PURCHASES
FROM MINORITY AND SMALL BUSINESS ENTERPRISES*

Rule
Approved: 09/18/68
Revised: 1/06
Revised: 07/10/07
REVISED: _____

Superintendent of Schools