

## **EDB—Maintenance and Control of Materials and Equipment**

Employees are responsible for the proper care of all School facilities, equipment, and property in their custody or control.

Control of School property shall be through, but not limited to, an accurate fixed inventory system of all School furniture and equipment.

The Administrator may establish procedures for transferring surplus or other materials and equipment.

### **Preventive Maintenance**

The Business Manager shall establish a preventive-maintenance program that will extend the useful life for School equipment.

The Administrator is authorized to use the services of specialists for such maintenance, and provision(s) shall be made in the annual budget for such services.

*Cross Ref.: DID—Inventories*