



Policy 5.02
Category: Facilities

Facilities Maintenance

BACKGROUND

The CAPE Charter Board is committed to ensuring that the CAPE school facility serves the learning needs of the students and that the facility's building, grounds, and equipment are safe, functional and attractive.

POLICY STATEMENT

The CAPE Charter Board is committed to working with the CAPE facility manager to ensure that the maintenance of the CAPE facility is conducted in an effective, efficient, and fiscally responsible manner.

DEFINITIONS

1. **Effective** - successful in producing a desired or intended result.
2. **Efficient** - capable of producing desired results with little or no waste.
3. **Fiscally responsible manner** - a way of making decisions that results in an appropriate level of spending within an organization resulting in financial stability.
4. **Protocol** - a system of rules that explain the correct conduct and procedures to be followed in formal situations.

GUIDELINES

5. The maintenance of the CAPE facility is the responsibility of the CAPE Charter Board.
6. CAPE Charter Board assigns to the Superintendent the task of establishing protocols to be followed for the monitoring of the school facility, grounds, and equipment.
7. The facility manager is responsible for the implementation of these protocols.
8. The facility manager is to work with the Principal or designate to ensure the effective and efficient maintenance of the CAPE facility.

References:

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

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