Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

District Policy 5120

Maintenance and Alteration of Buildings and Facilities

Buildings, Grounds, Equipment Washington County School District - Adopted 3-12-96; Approved 9-12-06; Approved 8-10-26

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1. Purpose:

The purpose of this policy is to:

- Identify facility improvement needs throughout the District;
- Establish priorities for improvements and funding; and
- Provide a clear process for submitting, reviewing, approving, and completing requests for alterations, repairs, additions, and improvements to District facilities and property.

2. Policy:

The Superintendent, as the Board's executive officer, is responsible for the general management and oversight of District physical facilities. Principals are delegated responsibility for the care, supervision, and custodianship of facilities assigned to their schools and are accountable to the Superintendent for the same.

3. Procedure:

3.1. Principal's Responsibilities for School Facilities

The principal is responsible for the entire school facility, including equipment, furniture, books, supplies, grounds, and playground equipment assigned to the school. The principal may delegate specific responsibilities to staff members, who remain accountable to the principal for the proper care and use of District property. All damages or loss of facilities or misuse of the same by pupils or the public shall be reported immediately to the principal, who in turn will report such items of major concern to the Superintendent or designee.

3.1.1. If there are repairs to be made, repairs shall be requested through the appropriate system.

3.1.2. Emergency repairs shall be coordinated through direct contact with the Director of Maintenance or designee.

3.2. Alterations or Additions to Buildings, Equipment, and School Properties

No alterations or additions shall be made by anyone to any school equipment or property without prior approval through the process established in this policy.

Any unauthorized alteration or addition made prior to approval shall be returned to its original condition at the expense of the individual, school, or sponsoring organization.

Any construction projects that include cash, labor, and/or material donations shall comply with District standards, specifications, safety requirements, and applicable building codes. Such projects must receive prior approval from the Director of Physical Facilities or designee.

3.2.1. Approval process:

3.2.1.1. All applications must be completed and submitted by the building principal through the district work order system using the 1105-Building Changes category.

3.2.1.1.1. Applications should include as much specific detail as possible, such as conceptual drawings or plans, material costs if known, timelines, anticipated funding sources, and any other relevant project information.

3.2.1.2. Applications will be evaluated by the Director of Physical Facilities or designee and categorized in one of two categories, Essential or Non-essential.

3.2.1.2.1. Essential Projects

Essential Projects are projects required to:

- Meet applicable building, fire, safety, health, or accessibility codes;
- Address ADA compliance requirements; or
- Comply with directives or requirements issued by the fire marshal, health department, District Building Official, or other regulatory authority.

Responsibility for the planning, coordination, and execution of Essential Projects shall rest with the Director of Physical Facilities or designee.

3.2.1.2.1.1. The Department of Maintenance and Facilities will conduct periodic assessments to determine facility conditions and identify potential Essential Projects.

3.2.1.2.1.2. Final project approval and level of priority of completion will be set by the Executive Building Committee.

3.2.1.2.2. Non-Essential Projects

Any discretionary project that is not required to meet code, accessibility, safety, or regulatory requirements shall be considered a Non-Essential Project.

Non-Essential Projects will be approved or denied by the Director of Physical Facilities and/or the Executive Building Committee.

3.2.1.2.2.1. Non-essential Projects may require the use of contracted services for completion. If necessary, the project will run through the district selected CMGC.

3.2.1.2.2.2. Final approval of Essential Projects is given by the Director of Physical Facilities or designee. Final approval of Non-essential Projects may require approval of the Executive Building Committee depending on project scope, cost, funding source, safety considerations, or operational impact.

3.2.2. The District Building Official or designee shall inspect all completed projects for compliance with applicable building codes, District standards, and approved project specifications.

The school will be responsible for the cost of any additional repairs and/or changes needed to bring the Non-Essential Projects into compliance with all code requirements.

The District Building Official, Director of Physical Facilities, or designee may issue a stop-work order for any project determined to be unsafe, non-compliant, improperly approved, or inconsistent with District standards or applicable law.