

BUILDINGS AND SITES

Series800

POLICY TITLE REQUESTS FOR IMPROVEMENTS/ REPAIRS

No.802.2

Requests for improvements to or repairs of school district property shall, except in emergencies, follow the proper lines of authority and the proper sequence of organization as outlined in the District's maintenance schedule.

When an emergency arises that directly affects the learning environment or the safety and welfare of the people in the building, the following shall supersede the official maintenance schedule.

1. Any staff member shall exercise reasonable judgment to seek to correct or temporarily manage the emergency as needs dictate or until further assistance is available.
2. Any staff member shall, if he or she is unable to correct or control the emergency, immediately report the situation to appropriate staff or personnel for immediate assistance.

Routine maintenance and repair work performed by personnel of the District shall not be considered a public improvement and subject to statutory competitive bidding laws. However, improvements or repairs performed by others outside the District may be subject to statutory bidding laws if the threshold amounts are reached.

Minor improvements, below statutory bidding thresholds, not exceeding a cost of \$50,000 may be approved by the superintendent/designee. Improvements exceeding \$50,000 but still less than the statutory thresholds for bidding, must be approved by the board.

1. Any staff member shall do all in his or her power to correct the emergency as needs dictate; or
2. Any staff member shall, if he or she is unable to correct or control the emergency, immediately report the situation to maintenance staff.

When emergency repairs costing more than the statutory minimums required by the competitive bidding law are necessary in order to ensure the continued use of any school or school facility as certified by the Administrator of the Area Education Agency, the legal provisions related to bidding shall not apply.

The school district may also petition the state board to receive approval to assess and levy tax and maintain an emergency fund.

Legal Reference: Iowa Code §§ 279.8; 280.3, .14 (2013).

Cross Reference: 802.1 Maintenance Schedule
802.3 Emergency Repairs

Date Approved: March 9, 1992

Last Date Reviewed: October 10, 2016

Last Date Revised: October 24, 2016