

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY & PROCEDURE**

ITEM 3.2.8 BUILDINGS & GROUNDS

The Trustee whose assigned area of responsibility is BUILDINGS & GROUNDS shall have the responsibility and authority to manage the following operations, per Bylaws Article 5 and Procedure Item 3.1.

BUILDINGS & GROUNDS:

1. Assure that all buildings, grounds and equipment are properly maintained.
2. Prepare and maintain an annual plan for upkeep and preventive maintenance.
2. Recommend needed repairs, refurbishing, replacement of buildings and equipment.
3. Supervise construction, repairs, renovations, etc. by employees and by contractors.
4. Assure that all contractors are properly licensed and insured.
5. Maintain records of maintenance and repairs of all buildings, machinery and equipment.

MAINTENANCE STAFF:

1. Supervise maintenance staff.
2. Plan and implement daily maintenance tasks, establish work priorities and direct the maintenance lead person to assure that work is accomplished in timely and satisfactory manner.
3. Approve weekly time cards of maintenance staff.

POOL & SPA:

1. Assure that all pool maintenance persons are properly trained and licensed.
2. Assure that daily cleaning and water testing procedures are properly performed.

06/16/2015