

Property Management

Reference: Education Code Sections 70902 and 81300 et seq.

The Superintendent/President shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

Maintenance and Operations

All buildings and property shall be maintained in a clean, safe, and sanitary manner in accordance with generally accepted standards. As delegated by the Board of Trustees, the general management and control of the maintenance and operations program shall be the responsibility of the Superintendent/President or designee.

Annual formal inspections shall be made by the Superintendent/President or designee, and a written report shall be made regarding safety and cleanliness of buildings and grounds. A planned program of preventive maintenance shall be instituted on all District property and reviewed annually by the Superintendent/President or designee.

All inspection reports of District facilities by the Fire Marshal, the Health Department, and the State Department of Occupational Safety and Health Administration (OSHA) shall be submitted to the Superintendent/President with a report of the recommendations made, action taken, and action to be taken in the future for review by the Board.

Maintenance personnel shall be employed on a basis consistent with the general philosophy of the Board and in compliance with state laws requiring the use of outside contractors.

The District reserves the right to use any combination of classified employees (full and part-time), student labor, and contracted services to meet its obligations for maintenance, including custodial and grounds services, of District property (real and personal).

Improvements to Buildings and Property

Budget request for renovation or replacement of building fixtures shall be reviewed by Superintendent/President or designee. Major improvements in landscaping or renovation of buildings shall be reviewed with an architect designated by the Board of Trustees for compatibility with the master plan of the college campus.

Energy Management

The Board of Trustees recognizes responsibility to use energy resources efficiently while still providing a quality educational program. The Board directs the Superintendent/President or designee to formulate and maintain a program of effective energy management. Such a program should elicit staff input and involvement as well as cooperation with other governmental entities and utility firms.

Emergency Repairs

Emergency service needs, such as failure of heating, air conditioning, plumbing, and lighting, are to be reported directly to the Superintendent/President or designee by any staff member who becomes aware of the emergency.

Display of Flags

The flag of the United States and the flag of the State of California shall be displayed in accordance with Government Code Section 431 and Education Code Section 82504.

Flags shall be placed at half-staff only when ordered by the President of the United States, the Governor of the State of California, the Chancellor of the California Community Colleges, or the Board of Trustees of the Palo Verde Community College District.

(Formerly PVC Board Policies 3350, 3380, 3390, 3400, 3410, and 3420)

11/19/08 College Council Approval
12/09/08 Board First Read
01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
04/08/14 Board Information Item