

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Director of Maintenance and  
Operations

**Issue No:** 3

**Date:** 3/11/02

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**Reference:**

**ARTICLE: 6.0 BUSINESS SUPPORT SERVICES**

**6.20 MAINTENANCE AND OPERATION  
OF FACILITIES**

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**SECTION 6.20.6 Preventive Maintenance Program**

The Director of Maintenance and Operations shall be responsible for an ongoing Preventive Maintenance Program of all buildings and grounds, including equipment necessary to the operation of a facility (e.g., mechanical, electrical, plumbing, and irrigation systems).

The Maintenance Control Supervisor shall administer the Preventive Maintenance Program and ensure proper documentation is maintained.

The lead HVAC mechanic shall maintain records of maintenance on all HVAC equipment.