



NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Maintenance and Operations

I. Purpose

To establish procedures for the maintenance and operations of the school plant and for improvements to buildings and grounds of the Baltimore County Public Schools (BCPS).

II. Procedures

A. Maintenance and Operations

1. The maintenance and operations of school system buildings and grounds shall be accomplished through BCPS staff or contractual services. All contractual services for maintenance and operations shall be in compliance with procedures outlined by the Office of Purchasing.
2. The Department of Facilities Maintenance shall include in its annual operating budget the necessary personnel, equipment, tools and supplies for the maintenance and operations of school system buildings and grounds.

B. Improvements to Buildings and Grounds

1. Improvement projects for buildings and grounds shall be done as funds are available and in accordance with a priority listing recommended by the Department of Facilities Management and subject to the review and approval of the Superintendent.
2. Wherever possible, all design work shall be done by BCPS.
3. Improvements to buildings and grounds, funded in the annual operating budget, shall be directed by the Department of Facilities Management.
4. All projects over \$25,000 must comply with state law and established Board of Education of Baltimore County (Board) policies, Superintendent's rules and school system procedures.

Legal Reference: *Annotated Code of Maryland*, Education Article §5-112, *Bids* COMAR 23.03.02.18, *Maintenance*

Related Policies: Board of Education Policy 3210, *Purchasing Guidelines*

RULE 3520

Board of Education Policy 3215, *Contract Execution*  
Board of Education Policy 3200, *Purchases from Minority and  
Small Business Enterprises*  
Board of Education Policy 3530, *Safety and Security*

Rule

Superintendent of Schools

Approved: 09/18/68  
Revised: 07/10/07  
Revised: 04/17/12  
Revised: 12/19/17