

# **KANAWHA COUNTY BOARD OF EDUCATION POLICY**

## **Facilities Operations - Installations in Schools**

**Series: F02**

**Reference:**

**Issued: August 14, 1975**

**Revised: February 19, 1981**

**Revision Number: 1**

---

No installation shall be made in the schools without prior approval from the Division of Business and the Department of Facilities Planning. Air conditioning (central or incremental) may be installed in schools only if the principal submits a written request, accompanied by plans, specifications, and financial assurances to the Department of Facilities Planning. The Department may grant permission to proceed after approval of the plans and specifications and upon being assured that the installation will be completed in accordance with the plans and specifications. All equipment installations in school facilities will become the property of the Board of Education. No utility extensions will be provided by the Board to accommodate the installation. The Board must be satisfied with financial arrangements to complete the project before final approval will be given. Installation costs must be borne by individual schools and/or school-related organizations. Schools will be required to coordinate any equipment purchases through the Purchasing Department in order to provide for competitive bidding. The cost for maintenance, repairs, and replacements will be the responsibility of the schools and/or school-related organizations.