

**MAINTENANCE AND CONTROL OF MATERIALS  
AND EQUIPMENT**

**FILE: EDB**

**TITLE:** Management of Textbooks

**POLICY:**

The principal shall be responsible for the proper care and storage of textbooks. The following shall be observed by the principal.

- (1) Students shall be informed that textbooks are on loan from the district and that proper care and accounting of the book will be required.
- (2) All textbooks received by the school shall be properly inventoried.
- (3) A student who loses or damages a book beyond normal usage shall be assessed the cost for replacing the damaged or lost book. This payment schedule shall pertain to lost or damaged books.

Less than one year (new) - full price  
After one year - 75% of list price  
After two years - 60% of list price  
After three years or more - 50% of list price

- (4) A report card or progress report card shall not be delayed or grades be withheld from the permanent record for failure to pay an assessment for lost or damaged books or for any other reason.
- (5) The principal or designee shall periodically inventory books issued to students and shall determine whether books are receiving proper care.

**LAWS IMPLEMENTED:** Sections 1006.28 (3)(a);1006.42, Florida Statutes

ADOPTED: 10/12/93

**MAINTENANCE AND CONTROL OF MATERIALS  
AND EQUIPMENT – cont'd**

**FILE: EDB**

**TITLE:** Maintenance and Use of Food Service Equipment

**POLICY:**

- (1) Care of Food Service Equipment - The food service manager shall train employees in the proper use and care of all equipment in the food service area. Daily, weekly and monthly cleaning of equipment shall be a part of the regular duties of school food service employees and shall be made a part of the regular schedule of duties.
- (2) Repairs of Food Service Equipment - The food service manager shall report all equipment needing repair to the Food and Nutrition Maintenance Department. The Food and Nutrition Maintenance department shall promptly schedule the necessary repair work from the FNS Maintenance or Capital Improvement Section. School personnel shall not attempt to repair equipment.

(3) Use of Food Service Refrigeration Equipment - refrigeration equipment shall be used only for storage and preservation of foods to be used on the school premises for the following federal programs: "Breakfast", "Lunch", "Snack" and "Supper" and emergency situations. Refrigeration equipment may also be used for school activities endorsed by the principal when approved by the FNS school-based assigned manager.

(4) Removal of Equipment from Food Service Areas - Except as provided herein, food service equipment shall not be removed from the food service area for any purpose. The FNS Director or designee may authorize removal of any piece of equipment to another location.

**LAWS IMPLEMENTED:** Sections 1006.06, 1001.42(16), Florida Statutes

**STATE BOARD OF EDUCATION RULE:** 6A-7.0411

ADOPTED:

REVISED: 06/11/19