



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 4-70

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OPERATIONAL SERVICES **RESOURCE CONSERVATION**

Inventory

Materials required for operation of the buildings and the educational program shall be made available in as efficient and economical a manner as possible.

Standardization of equipment and supplies shall be encouraged, partly to gain the price advantage of quantity discounts, but more importantly to permit stockpiling for immediate availability and simplification of maintenance, providing however, that circumstances may require obtaining unique, special purpose items.

A property control record shall be maintained for each building, listing pertinent data about all items of equipment and furnishings and to establish the basis for any insurance claims that might arise. In addition, a procedure shall be established for permanently marking certain capital outlay items.

Inventories should be taken by June of each fiscal year. Inventories of all supplies, equipment and furniture will be reported to the Superintendent or designee. Unusual depletion of inventory items and/or irregularities shall be accompanied by a written explanation by the responsible District administrator or designee.

Recycling and Energy Conservation

Demonstrating a commitment to the environment and conservation efforts, the District will conserve energy resources by:

1. full utilization of materials prior to disposal;
2. limited use of disposable materials;
3. limited use of non-biodegradable products; and
4. participation in recycling programs.

The Superintendent or designee shall develop procedures for purchasing recycled paper and paper products in amounts which will, at a minimum, meet the requirement of *The School Code of Illinois*.

Legal Reference: 105 ILCS 5/10-20.19c

Adopted: 4/18/94

Revised: 8/24/98

Affirmed: 4/17/2006