

3590 Maintenance

Maintenance and Repair

All requests for maintenance and repair work shall originate by work order requisition from the principal or department head, and shall be submitted to the district office.

A regular inspection of all playground, heating, ventilating and mechanical instructional equipment and a quarterly inspection of all hot water systems shall be made by the maintenance crew.

Schedules shall be planned to provide for the regular painting of district property. The district shall use state guidelines for deferred maintenance plans to determine said schedules for regular painting.

It shall be the responsibility of the maintenance crew to conduct an annual maintenance survey to determine the needs for maintenance repairs, alterations and grounds improvement. This survey shall be made for each school with the principal's assistance, or with his/her designee.

Maintenance of existing equipment in buildings and grounds shall take priority over acquisition of new equipment or additions to buildings and grounds.

Board Approved:

April 15, 2004

Effective Date: July 1, 2004