



Category
<b>MAINTENANCE OF FACILITIES – 1:08:10:06</b>
Approval
<b>Leadership Council Approved:</b> August 23, 2012
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<b>Responsible Party:</b> Director of Facilities Services

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## I. PURPOSE

The purpose of this policy is to establish methods for requesting maintenance of physical facilities.

- II. EMERGENCY REQUESTS** - All emergency requests concerning maintenance of facilities should be reported electronically through the SchoolDude Work Order portal and followed up via phone to extension 1575. After hours (hours other than Monday – Friday 8:00 a. m. – 4:00 p. m.) requests should be reported through the SchoolDude Work Order portal and at the same time to the Watch Keeper at X-1579, if no response then call the Maintenance Supervisor at (931) 393-1771, and if no response then call the Custodial Supervisor at (931) 393-6356, and if no response then call the Director of Facilities Services at (931) 393-1576.
- III. Normal Requests** - Requests for maintenance or renovation of facilities should be reported through the SchoolDude Work Order portal.
- IV. Routine maintenance** – Routine maintenance is the normal upkeep and repair required to maintain a facility in its original condition, function, or capacity. This would include custodial services, grounds maintenance, and utility services. Funding for routine maintenance is provided by the Facilities Services department from educational and general accounts. Funding for maintenance expenses of auxiliary units will be from plant allocation funds.
- V. Department maintenance, department alterations, and department equipment installations** - Department maintenance is maintenance required for the convenience of the department, but not essential to the normal upkeep of the building or equipment. The installation of equipment requiring special considerations shall be initiated through the Facilities Services department. Any department alterations such as carpeting, draperies, landscaping, and/or furniture can affect fire and/or other building codes. The Director of Facilities Services will determine if the request for departmental maintenance is feasible and necessary. If determined to be needed the director of Facilities Services will contact the requestor for funding details.
- VI. Capital Projects** - A Capital Project is a scheduled special project to maintain the original function or capacity of the facility, and includes, but is not limited to, such projects as roof replacement, brick repair, and utility line examination. Capital projects originate with the Director of Facilities Services and are considered "special projects" which become part of the Capital budget request.
- VII. Assignment of Work Orders** - Work order and maintenance requests are to be submitted electronically through the SchoolDude Work Order portal.