

## FACILITIES PROCEDURES

Facilities Services are here to serve the stakeholders of Austin Public Schools. The following procedures were documented to support buildings in determining which process is appropriate for the varying needs of buildings. Please see below for the proper procedures based upon your needs:

### **General Cleaning and Maintenance Requests:**

We strive to keep the buildings at high level of cleanliness in efforts to ensure they are welcoming to our students and staff. Please contact your head custodian directly with any general cleaning and routine maintenance requests that don't require calling a contractor (plumber, electrician, or builder).

If this has been communicated more than 2 times to the head custodian without resolution, please include the Director of Facilities.

### **General Repair and Maintenance Requests:**

There are items that come up during the year that require more than general cleaning and simple maintenance. All such items as this should be communicated to the head custodian and a work order will be initiated by the head custodian. (*i.e., roof leak, gas leak, water leak, etc.*)

The Director of Facilities and Facilities Coordinator will schedule the work order with maintenance or contractor as appropriate.

### **Facilities Projects in Excess of Building Budget:**

Whenever a project is being considered by a building leader (or PTC) and it will not be within the scope of the building budget, a Project Initiation form MUST be completed and submitted to the Director of Facilities. Once the Director of Facilities has reviewed and completed the investigatory process, the project will be reviewed with the Director of Finance for available funding options. Once this has been completed, the project will be reviewed with the Office of the Superintendent to ensure alignment with the Strategic Plan and 10-Year Facilities plan.

Examples of such projects include;

- Cosmetic upgrades
- ANY PTC projects
- Building upgrades
- Infrastructure needs

### **Temperature Control:**

Whenever there are concerns related to the temperature within a building, please contact your head custodian. The head custodian will investigate and complete a work order for repair, if necessary. Please also refer to the "District Energy Policy" for school standards.