

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Procedure 3510**  
Adopted: January 20, 2022  
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**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Buildings and Grounds Maintenance**

- I. Work orders will be made via email.
- II. The Work Order originates at the school.
- III. When the Work Order Form is completed according to need.
- IV. The priority system used is:
  1. Top Priority: Needs immediate attention
  2. Second Priority: As soon as possible
  3. Third Priority: When time permits
- V. The Chief Financial Officer reserves the right to re-prioritize the Principal's work order subject to the availability of funds and/or timeliness of the work.
- VI. Work needed in case of danger or an emergency will be telephoned to the District Office, where the work to be done is logged and the proper maintenance person is immediately notified.
- VII. Upon completion of the requested work, the Director of Buildings and Grounds will enter a completion date in the computer database.