

## **Repair, Maintenance, and Improvements**

The district Maintenance Supervisor (Building/Grounds Maintenance) /Transportation Supervisor (Transportation equipment) shall each maintain a list of repair, maintenance, and improvement projects. These lists will be kept by the Maintenance Supervisor/Transportation Supervisor, Finance Manager and Superintendent. The list will divide the projects into the following categories:

### **Safety General maintenance Improvements**

Safety issues are items that threaten, or are a potential threat, to the life/safety/health of employees, students, and community. Life/safety issues receive the highest priority.

General maintenance items are the day-to-day maintenance issues.

Improvements are items that are not a life/safety risk and are not essential to the operation of the District.

Before work can be ordered on a project, the Maintenance Supervisor / Transportation Supervisor must obtain an estimate of the cost to complete the project, and/or services and a requisition order must be authorized. In order to facilitate the project, a purchase order for the estimated cost of the project must be issued and authorized before any work can begin on any project.

END OF POLICY

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