
ADMINISTRATIVE REGULATIONS
SECTION: Auxiliary Services
SUBJECT: Maintenance – Work Orders

AUX-17
UPDATE 9
03/01/04

A work order is a request for work on a school building or other school property. This request must be made on a Work Order Request form (AUX-17F)

A full description of the nature of the work and/or extent of repairs must appear on the work order. All work orders must be received in the Maintenance Department with the proper approval at least two (2) days prior to the day of need in order for work loads to be properly scheduled. Failure to get a request in, as outlined, could delay or even jeopardize approval of request.

EMERGENCIES:

Should the nature of a request require emergency action, please indicate such on the work order to expedite the request.

CONFIRMING ORDERS:

All phoned-in order requests should be followed up with a regular work order with the "Confirmation", the date called, the person contacted, and the complete description on the work order. Service work may be done by our maintenance crew, or it may be contracted out if it is approved by the Director of Maintenance and Transportation and the Assistant Superintendent for Personnel. Should an outside contractor be called in, the Maintenance Department will obtain an estimate of materials.