

## **P7220 MAINTENANCE AND CAPITAL ACTIVITIES**

### **BOARD POLICY:**

**Maintenance and capital activities are designed to keep grounds, buildings, and equipment in good condition through replacement and repair.**

Administrative Implemental Procedures:

1. The activities of Facilities Division personnel in carrying out this policy should be directed toward providing an adequate climate for the instructional program and to:
  - a. Provide a safe and comfortable learning environment for students
  - b. Promote health and safety
  - c. Provide operating economies
  - d. Prevent loss of instructional time
  - e. Preserve property values
  - f. Retard deterioration and obsolescence
  - g. Develop and maintain community pride
2. Principals and building managers are encouraged to designate a person or persons who have responsibility for reporting items in need of repair by submitting requests in the Computerized Maintenance Management System.
3. *A Request for Alteration or Upgrade or a Request for Service or Safety to a Building or Site* must be submitted in the Computerized Maintenance Management System by authorized users at each building. Submitted Service and Safety requests will be processed by the work order desk at the School Service Center to allow scheduling of services to be performed. Submitted alterations or upgrades to building and site will be forwarded to Design and Construction at the School Service Center. It is essential that information given on the request be complete to process the request.
4. Items not purchased and/or provided by the school district and which are considered to be items not normally furnished shall not be maintained without special approval from the Division Director of Facilities.

Administrative Responsibility: Facilities Division

Latest Revision Date: October 2018

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