

P7230 SERVICE ORDERS, ADDITIONAL EQUIPMENT FOR SPECIAL OCCASIONS

BOARD POLICY:

Additional equipment, including tables, chairs, and risers, may be secured for temporary use.

Administrative Implemental Procedures:

1. Additional equipment needs should be anticipated and scheduled as far in advance of the special occasion as possible. It may not be possible to fulfill any requests received less than two weeks prior to the occasion.
2. Requests for additional equipment for special occasions must be requested via the Computerized Maintenance Management System by authorized users at each building. Submitted requests will go through a review process to verify whether or not the additional equipment is available on the requested dates. If availability is not approved, optional dates will be given to the authorized user. The information given on the request must be complete to process the request.
3. Equipment shall be reserved on a first come, first serve basis. Only Computerized Maintenance Management System requests will be considered and shall be placed in priority order by the date and time requests are received in the Facilities Division. Telephone calls are not considered in the priority listing.
4. Information concerning the status of requests may be obtained by contacting the work order desk.
5. Requests deemed to be unusual will be referred to the Division Director for disposition.

Administrative Responsibility: Facilities Division

Latest Revision Date: October 2018

Previous Revision Date: April 2015 P7230