

BUILDING MAINTENANCE AND REPAIR

The Centennial School Board recognizes that school buildings must be properly maintained.
The Superintendent is responsible for implementation of this policy.

Policy: 4.6

Adopted 10/23/79

Amended: 11/09/88

..... 04/09/91

..... 09/12/95

..... 04/11/00

..... 12/13/05

BUILDING MAINTENANCE AND REPAIR

I. Building Repairs

- A. When repairs are necessary, a “Track-It” work order, available on Cen*Net, shall be completed on the computer.
- B. All Staff and Faculty:
 - 1. Complete the information on the “Track-It” computer form with a detail of the work needed in the “Description Box”.
 - 2. In the box labeled “Building or Category”, select your building name-facilities. (Example-Davis-facilities)
 - 3. Click submit to send to the Building Supervisor.
- C. The Building Supervisor will either complete the work or forward the work order to the Facilities Department.
- D. The Facilities Office will assign the work order to the appropriate maintenance personnel and establish priorities for the repairs/maintenance.

II. New Work

- A. Requests for “new work” shall be entered into the “Track-It” work order system by the principal and forward to the Building Supervisor. (See I. B.2.)
- B. The Building Supervisor shall forward the “new work” request to the Facilities Office who will forward a copy of the request to either the Assistant Superintendent or Director of Secondary Education.
- C. The Facilities Engineering and Services Manager will forward the request with a recommendation to the Superintendent of Schools.
- D. The Superintendent shall approve or disapprove such requests.

Administrative Procedures: 4.6

Approved:..... 10/23/79

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