

### Building Maintenance - Individual

Section 1. General. The building custodians are directly responsible to the building principal.

Custodians are to present all requests for building maintenance to the head custodian who will determine to what extent the work can be done by the custodial staff within the building.

Major maintenance items should then be written on the established form by the head custodian. The head custodian will present these requests to the principal for final approval.

The building principal shall keep one copy (pink) on file in the office. The white and yellow copies shall be sent to the office of the Director of Facilities.

Section 2. Prioritization of Maintenance Requests. The Assistant Director of Facilities shall, upon receipt of maintenance requests, establish a priority for each request: This priority will be determined by:

1. The present work load of maintenance personnel;
2. The priority of the job request;
3. The availability of budget money.

Maintenance personnel will report start of job request to the school principal or head custodian.

If the job request is to be delayed or rejected, the reason will be noted in the Office Comments section of the request form. These forms will then be returned to the principal.

Upon completion of the job request, the yellow work copy is to be presented to the principal or head custodian for signature of approval. It is then to be signed by the maintenance person completing the job and filed with the white copy in the maintenance office.

Work requests not completed within a reasonable length of time will be checked by the Assistant Director of Facilities.