

REQUESTS FOR MAINTENANCE, REPAIR, AND IMPROVEMENTS TO BUILDINGS, SITES, AND EQUIPMENT

Maintenance and repair work, as well as property damage and loss work, shall be requested electronically utilizing the district's maintenance management System – Asset/Maintenance Planner.

Building and Site Repairs

1. Requests for repairs to buildings, grounds, and playground equipment shall be submitted electronically online using Asset/Maintenance Planner. All requests are prepared and submitted by the designated site person and approved by the Principal or designated Site Manager.
2. Only one job is to be listed on a request form, e.g.,
 - Room requires painting
 - Leaking faucet
 - Inoperative lighting system or fixture
 - Sink drain stopped up
 - Window broken
 - Lock jammed
 - Replacement of floor tile or carpet
 - Sprinkler head defective

Each request must include a complete description of the work requested and the exact location of the job (school site, building, room number). Pictures can also be easily attached to the requests and are very beneficial in assessing the needed repairs.

3. The Director of Facilities, Maintenance, and Operations, or assigned staff shall screen all Work Requests to determine adequacy of information on the request, method of accomplishment, appropriate funding, and compliance of codes.

Equipment Repair/Replacement

1. Requests for repairs to small appliances, furniture, musical instruments, office machines, audio visual equipment, custodial equipment, and all other instructional and non-instructional equipment shall be submitted to the Maintenance and Operations Department on the equipment Repair/Replacement Request portion of the Facilities Work Request (Form FAC-40).
2. Repairs to equipment must list the manufacturer, serial number, PUSD number, model number, exact location, and include a description of the problem. (Note: The information must be entered on the form with sufficient pressure to enable the Maintenance and Operations office to read all copies.)
3. If the Maintenance and Operations Department determines that the equipment to be repaired should be replaced, a requisition shall be submitted by the Maintenance and

REQUESTS FOR MAINTENANCE, REPAIR, AND IMPROVEMENTS TO BUILDINGS, SITES, AND EQUIPMENT (continued)

Operations Department for approval and the requestor shall be notified of the pending replacement. Replacement of equipment requests shall identify the District inventory number of the item being replaced.

Emergency Repairs

Emergency repairs consist of work which is of sufficient urgency to require immediate attention. Repairs are classified as emergencies only if they are to correct health and safety problems, continue class instruction, ensure security of school facilities, or to prevent damage to buildings, grounds, or equipment.

Emergency repairs shall be reported to the Maintenance and Operations staff on telephone extension 88.01.2567, or direct dial (858)679-2567 during the hours of 7am-4pm Monday through Friday. For after hours or weekends, please refer to confidential emergency telephone listings.

Capital Outlay Requests

Capital outlay requests consist of work requested for the modification of a building or site, which results in a significant change to the site or building that is not repair or maintenance. Modifications to building facilities (i.e., adding electrical outlets, installing signs, shelves, instructional equipment, rearranging or installing partitions, installing or relocating playground equipment, etc.) will be forwarded to the Director of Facilities, Maintenance, and Operations indicating that the request is for building or site modifications, as opposed to a repair request. These requests require Cabinet approval.

The Director of Facilities, Maintenance, and Operations shall estimate the labor and material costs to complete the request. That estimate shall be forwarded to the site administrator to provide funding data. When special funding is requested, the capital outlay work request shall be forwarded from the site administrator. Upon completion of work, the Maintenance and Operations Department will initiate Budget Adjustment Request (Form B-15) for in-house labor charges.

No renovation, alteration, or remodeling of facilities or grounds is to be undertaken by any individual, teacher, or site administrator without collaboration with and approval of the Director of Facilities, Maintenance, and Operations. In the event that a site modification is desired (i.e., the remodel or construction of a wall, the installation of a door or window in a wall), the Site Administrator shall submit a Building/Site Work Request including a sketch or diagram and justification for the proposed modification to Director of Facilities, Maintenance, and Operations.

REQUESTS FOR MAINTENANCE, REPAIR, AND IMPROVEMENTS TO BUILDINGS, SITES, AND EQUIPMENT (continued)

The following procedure shall be followed when preparing such a request:

1. Only one job is to be listed on a single form.
2. Include a complete justification of the need for work.
3. Site Administrators shall approve all requests for Capital Outlay/Work Requests.

Capital Improvements – ASB, Booster Club, PTA’s, and Other Sources

Funds provided by associated student body organizations, booster clubs, PTA’s, and similar entities, as well as local site fund income sources, are available for improvements of sites and buildings at certain times. In order for modifications to buildings to be completed in an orderly and safe manner, it is required that these projects be coordinated through the Director of Facilities, Maintenance, and Operations. Coordination and preplanning are necessary to prevent potential complications with other improvements the District may be planning, potential damage to underground utilities, adherence to building codes and contract requirements, and the protection of the staff and students when projects are commenced.

All projects requiring connection to existing utility lines, the installation of new utilities, concrete, asphalt paving, etc., and projects that have the potential of creating safety problems, shall be reviewed and approved by the Director of Facilities, Maintenance, and Operations prior to the project proceeding. New walls, doors, windows, or other modifications to existing facilities shall not be made without prior approval of the Director of Facilities, Maintenance, and Operations and may require Division of the State Architect (DSA) approval.

Associated student organizations, booster clubs, PTA’s, or similar organizations shall not enter into contracts for the improvement of school sites and buildings without having such contracts approved by the Director of Facilities, Maintenance, and Operations prior to initiating the contract. The intent of this provision is to ensure that contractors working on District property have the proper insurance coverage as required by law, are licensed to perform the work being contracted, and are reputable contractors, able to carry out the work.

This procedure is not intended to curtail the use of these funds for minor projects that do not pose potential problems as noted above.