



# PROCEDURE

PROPERTY

Haddonfield  
Board of Education

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Maintenance and Repair (M)

## 7410 MAINTENANCE AND REPAIR (M)

### A. Inspection

1. The Principal and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Principal with the appropriate custodial staff member shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

### B. Reports

1. Reports of each inspection required in paragraph A1 and paragraph A2 will be made on the prescribed district form and forwarded to the School Business Administrator/Board Secretary.
2. The School Business Administrator will report to the Superintendent/Building & Grounds Board Committee those repairs to be performed by the district staff and those that require the services of an outside contractor.

### C. Repairs by District Staff

1. Any teaching staff member may prepare, on the prescribed form, a work order request for repairs and/or maintenance. All work order requests will be submitted to the Supervisor of Maintenance.
2. The Supervisor of Maintenance will assign a priority to those work orders to be performed by district staff. The priority code will be:
  - a. Emergency, for work that must be done immediately,
  - b. High Priority, for work that affects health or safety,
  - c. Normal Priority, for work that affects neither health nor safety, and
  - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.
3. Work scheduled to be performed by the district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
4. The WorkTrakker program shall include, at a minimum, the following information:
  - a. Name of the person making the request;



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- b. Date of request;
- c. Location of repair,
- d. A description of the work to be performed,
- e. Scheduled date of completion, and
- f. Signature of the Supervisor of Maintenance.

#### D. Repairs by Outside Contractors

1. When it appears to be necessary to utilize outside contracting services to effect a repair, the Principal, head custodian, and any other interested staff member will confer in the preparation of a job specification.
2. The Supervisor of Maintenance shall prepare a purchase requisition for submission to the Business Administrator that indicates:
  - a. The recommended vendor(s),
  - b. The work required and its location,
  - c. The reason why the work cannot be done by district staff, and
  - d. The estimated cost as obtained from at least three contractors.
3. The Supervisor of Maintenance shall be responsible for supervising the conduct of the work.

#### E. Replacements and Improvements

1. The Supervisor of Maintenance will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required but not scheduled shall be submitted to the Principal or the Supervisor of Maintenance by the end of September on a budget request form for consideration in the next annual budget.
3. A comprehensive district maintenance plan shall be prepared in accordance with N.J.A.C. 6A:26A-3.1 in order to meet facility needs and comply with law.