

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-2
Subject: MAINTENANCE	Date of Issue: <u>11/18/77</u> Rescission: 7/1/89
Preparing Office: Office of the Superintendent	Effective Date: 7/1/89

II. Procedures

A. Work Orders

1. Work Orders are maintained by the Maintenance Department on a daily basis. The definition of work order is attached. Work orders should be telephone to the Maintenance Department, 694-1509, on a daily basis by school personnel only. Principals must insure that only a selected limited number of persons within their schools are authorized to call in work orders so as to avoid duplication of calls, unnecessary trips and a waste of manpower and materials which has frequently occurred in the past. The up-to-date names of secretaries, principals or operating technicians authorized to call in work orders should be provided to the Maintenance Department. Principals should instruct all teachers, aides, and other personnel within the school to clear with the front office regarding work orders.
2. Work Order Forms. Attached is a sample work order form. It is prepared in triplicate by the Maintenance secretary, dated and forwarded to the Supervisor of Maintenance or the Assistant Supervisor of Maintenance (whichever is appropriate). The functional chart lists the activities and functions of the personnel of the Facilities Division. The Supervisor or Assistant Supervisor of Maintenance will assign a priority (emergency, urgent or routine) to the work order and the maintenance man charged with the work. The pre-numbered work order form with impressionable copies made up by the Maintenance Chief will be distributed as follows: white copy (first copy) forwarded to the Supervisor of Maintenance; pink and green copies to the repair man--pink copy will be left at the school after the work is completed (work order form is initialed and dated by the repairman). The green copy will be returned, filled out, to the Maintenance Chief for forwarding to IDPA.

B. Summer Work

1. Principals are requested to submit annual lists of summer work for their school on the attached form to the Area Superintendents by April 15 of each year. Only maintenance items are to be included on this list. Capital items must be budgeted and listed separately.
2. Area Superintendents will review the lists of summer work with their principals and will establish priorities within and between schools. Consolidated lists of summer maintenance work for the area in question will be forwarded to the Maintenance Department by June 1 of each year in duplicate.

3. The Supervisor of Maintenance will review area lists and coordinate with the Director of Facilities and will return the annotated copy to the Area Superintendent indicating which items are expected to be completed during the summer months. Unexpected requirements and emergencies occurring during the summer months may reduce those items expected to be completed during the summer.

C. Definitions

1. Work Orders - The repair, rework or minor replacement of existing hardware, floors, glass, roofs, HVAC systems, electrical circuits, water and sewer lines, ATC systems, blacktop, painting, well and circulating pumps, roof top units, boilers, air conditioners, filters, switches, sidewalks, carpet, etc.
2. Emergency Work Orders - Those repairs needed immediately to prevent injury, loss of life, accident or serious health hazard. Also included is the serious loss of or damage to property.
3. Urgent Work Orders - Those repairs needed to prevent damage or injury to property or loss of money.

Approved:

Noel T. Farmer, Jr.
Superintendent

