



801.7AP Maintenance Work Requests

APPROVED: 2013.12.18 (1996.04.17)

AMENDED:

REVIEWED:

PROCEDURES:

1. School staff requesting maintenance work should consult with the school administration.
2. Where at all possible, using the Daily [Maintenance Request Form](#) or School Based Project Request Form, requests should be consolidated and sent into the Director of Facilities.
3. Additional minor repairs to be corrected during the summer months should be submitted prior to April 30.
4. In the cases where emergencies may arise and it is considered that such faults may be hazardous to students and staff, the school administration will contact the Director of Facilities to have the repairs carried out as soon as possible.