

R 7410 MAINTENANCE AND REPAIR

A. Inspection

1. The head custodian shall inspect the facility daily for proper functioning and cleanliness in critical areas.
2. The Principal with the head custodian and the Director of Facilities shall make a quarterly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.
3. Safety inspections of the facility will be made in accordance with Regulation No. 7430.
4. Health and sanitary inspections of the facility will be made in accordance with Regulation No. 7420.

B. Reports

1. Documentation of each inspection required in A1 and A2 will be made in the work order system.
2. Repairs required between inspections may be reported to the building head custodian by any staff member on the applicable district form. Whenever possible, only one request will be made on each work order.
3. The Director of Facilities will report to the School Business Administrator/Board Secretary 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 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 Director of Facilities.
2. The Director of Facilities 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,
 - d. Low Priority, for work that can be completed during the summer months or whenever staff is available, and
 - e. Staff will be advised appropriately.
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 work order form shall include the following information:
 - a. Location of repair, and
 - b. Work to be performed.
 5. When the work is completed, the work order form will be signed by the requestor and filed in the office of the Director of Facilities.
 6. The Director of Facilities' denial of a work order request or alleged mistake in priority assignment may be appealed to the School Business Administrator/Board Secretary.
- 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 Director of Facilities shall prepare a purchase requisition for submission to the School Business Administrator/Board Secretary 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,
 - d. The estimated cost as obtained from at least three contractors, and
 - e. Work order number.
3. The Director of Facilities 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 Director of Facilities by the end of September on a work order for consideration in the next annual budget.
 3. A comprehensive district maintenance plan shall be prepared every five years in accordance with N.J.A.C. 6:8-4.9(a)7 in order to meet facility needs and comply with law.
 4. Recommended improvements not included in the comprehensive plan will be presented to the Principal in the form of a report describing the need and the effect it will have on the educational program or the costs of operation.