

## **MAINTENANCE AND REPAIR**

### **Background**

The Division endeavours to maintain its buildings and grounds to a good standard so as to provide a quality educational environment, while at the same time recognizing the importance of efficiency and long-term cost effectiveness.

### **Procedures**

1. Maintenance is carried out under the supervision of the Facility Manager, and all requests for services shall be directed to their office, preferably on the Maintenance Request Form (electronic), or by telephone if urgent.
2. Maintenance work requests shall be classified and dealt with in the following categories:
  - 2.1 Emergency work,
  - 2.2 Minor (routine) maintenance,
  - 2.3 Ongoing (continuous) maintenance,
  - 2.4 Maintenance and upgrading projects,
  - 2.5 Capital works projects.
3. Categories 2.1, 2.2, and 2.3 will be attended to and scheduled as required.
4. Categories 2.4 and 2.5 projects will be compiled on a pending list and will be reviewed periodically by the Secretary-Treasurer or designate for transfer work to schedules depending on overall priorities and budget resources.
5. Scheduling and priority setting will reflect the Board's Three-Year Education Plan and will be subject to review by the Board.

Adopted/Revised/Reviewed: JUN 2016/NOV 2019/JUL 2023

Reference: Section 52, 53, 68, 197, 222, 225 Education Act