

## **Administrative Procedure 544 - Maintenance Services Work Order Priorities**

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### **Background**

The purpose of creating a guiding document for maintenance work orders is to build clarity on what the maintenance services staff can reasonably do and when principals will need to make on site arrangements to address items. By building a well-documented process, the Division is ensuring fairness in service levels and ensuring maintenance service staff are doing the required work supporting schools.

Maintenance funding is provided to Divisions for the maintenance and operations of school buildings that are safe, comfortable, and suitable learning environments for students. The following is meant to help understand how maintenance work orders will be prioritized and other priorities principals may address directly.

### **Procedures**

#### **1. Maintenance Services First Priority**

- 1.1. The following items are part of the scope and mandate of the maintenance department.
  - 1.1.1. Immediate health and safety items
  - 1.1.2. Maintaining current building standards, including flooring, walls, ceiling, and roof.
  - 1.1.3. Building systems, such as heating and electricity that are part of the main purpose of the building
  - 1.1.4. Plumbing and plumbing fixtures
  - 1.1.5. Daily garbage and recycling disposal
  - 1.1.6. Hazardous Waste Disposal (costs relating to waste from instruction programming will be charged back to the school)
  - 1.1.7. Removal of unsafe playground equipment
  - 1.1.8. Custodial duties with available resources, addressing high needs first (bathroom and food areas, desktops) and other areas as possible.

#### **2. Maintenance Services Secondary Priorities**

- 2.1. After the “First Priority” items are addressed, maintenance will schedule the following items on a non priority basis. If principals wish, work can be prioritized on a cost recovery basis over the summer if there are enough principals that wish to participate (maintenance staff would price out extra work needed with principals and seek a general contractor to address items requested on a cost recovery to the school).
  - 2.1.1. Cafeteria equipment (costs to maintain and repair are the responsibility of the school; hood cleaning or electrical systems maintenance will be addressed by Maintenance Services)
  - 2.1.2. Electrical modifications (to provide power to new program equipment)
  - 2.1.3. Window drapes/blackout curtains (where rollshutters are provided)

- 2.1.4. Pictures/school memorabilia (installation or relocation)
- 2.1.5. Maintenance or changes to equipment needed to support an instruction program, such as Home Ec. and IA equipment (including magnetic switches and installation to sub panel)
- 2.1.6. Removal of old furniture and equipment (will schedule for summer time work)
- 2.1.7. Relocating whiteboard/chalkboards (costs to be charged back to school)
- 2.1.8. Basketball backstops (non-glass)
- 2.1.9. Telephone, intercom and bell systems

### 3. School Responsibility

- 3.1. The following are generally considered a school responsibility and would need to be coordinated with maintenance staff. Failure to coordinate with maintenance staff may result in additional costs to schools for remediation.
  - 3.1.1. Furniture (free standing) repairs and moving
  - 3.1.2. Vending machines including hookup costs
  - 3.1.3. Stage drapes Including cleaning and fireproofing
  - 3.1.4. Clocks
  - 3.1.5. Gym equipment
  - 3.1.6. Basketball backstops (glass)
  - 3.1.7. Game lines for track field
  - 3.1.8. Playground equipment new installations, replacement and adventure playground repairs (coordinated with maintenance staff)
  - 3.1.9. Overhead screens (purchase/installations and relocations)
  - 3.1.10. Stage lighting systems (coordinated with maintenance staff)
  - 3.1.11. Stage sound systems (coordinated with maintenance staff)
  - 3.1.12. Score clocks (coordinated with maintenance staff)
  - 3.1.13. Portable stages
  - 3.1.14. Flags
  - 3.1.15. Purchasing whiteboards

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Reference: Section 33, 52, 53, 68, 197, 222, 225 Education Act

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