

## Work Orders



As one would expect in school system the size of Ganado USD, the upkeep of equipment, buildings, and grounds is a monumental task. We process between 1500 and 2000 requests for maintenance, repairs, and renovations each year. Because of the number of requests that we receive, it is important that we establish a centralized reporting procedure.

Work orders are submitted to the principal in the schools for approval/communication. Once a work order has been approved it is routed to the maintenance office for assignment residential work orders come directly to the maintenance office. Once received by maintenance, work orders are assigned a priority (emergency, urgent, or routine). Emergency and urgent request are dispatched to maintenance personnel immediately. The target for completing routine service is five work days.

It should be noted that backlogs are common and inevitable. There may be several weeks delay in some instances. Depending upon the nature of the work and what is required in the way of planning (drawings, permits, scheduling, securing material, etc) scheduling may have to wait until preliminary work is completed. You will be kept informed of any unusual delays.

### Emergency Repairs

Services provided in emergencies extends to problems which effect life, health, safety, will cause severe damage to a building, or effect the schools ability to perform its educational mission (water main breaks, major electrical power failures, broken handrails along stairs, inability to secure the building, etc).

### Urgent Repairs

Prompt service is provided for urgent maintenance and repair problems. These include items such as absence of heat or A/C, leaks, plumbing problems, electrical problems, exterior locks, broken windows, etc.

### Routine Repairs

Service is provided as soon as it can be scheduled for routine problems. These include interior door problems, shelf installation, drinking fountains, etc. We strive to keep all request as free of red tape as possible. While emergencies and urgent requests may be phone in by a campus administrator, we ask that all routine requests are submitted online work order system.

## Remodeling

The Maintenance department is prepared to plan and carry out renovations, alterations, and improvements to academic and support buildings in order to accommodate new or changed programs. Elective maintenance is normally funded externally to the Operations department, and the work must be scheduled in advance. All projects must be approved by the campus Support Services Director and a source of funding must be identified before the project is sent to the Superintendent for final approval.

Such maintenance can include:

- Additions, renovations District/Housing, or alterations to facilities designed to improve the quality of academic and/or environment. A large office can be divided into two separate offices to accommodate additional staff, or classrooms can be renovated to make way for a change in use.
- Painting or decorating beyond the level provided under regularly scheduled maintenance.