

## **Administrative Procedure 543**

# **Request for Minor Renovations, Maintenance, Repair and Fabrication**

### **Background:**

To ensure the proper authorization of repairs and minor renovations to school buildings the following procedures shall apply.

### **Procedures:**

1. School administrators or Head Caretakers are to contact the Maintenance Supervisor by telephone regarding emergent repairs that are needed. All other requests must be submitted through online maintenance software.
2. All requests for minor renovations, maintenance, repair and fabrication shall be forwarded to the Facilities Administrator.
3. Requests must receive the authorization of the Facilities Administrator or designate prior to commencement of all renovations, repairs and fabrications.
4. The originators will be notified in timely manner of the disposition of the requests.

### **Reference:**

Section 85, 87, 190 Education Act

Section 38, The School Division Administration Regulations

### **Revised:**

August 2014

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