

MINOR MAINTENANCE

The Operations Department provides maintenance to the School District's facilities to repair and enhance the physical plant, in order to support a comfortable and safe learning environment for students and staff.

1. Any requests for maintenance, which are not contained in the annual budget, must be directed to the Operations Supervisor by the School Principal or workplace Supervisor.
2. All requests for maintenance must be submitted on the appropriate work order form to the School Principal or workplace Supervisor, who will forward it to the Operations Supervisor for consideration. No maintenance work, unless an emergency, will be undertaken without the preparation of a work order.