

## *Maintenance Procedures*

### **BASIC DEPARTMENT STRUCTURE:**

Each school site has a Building Plant Operator (BPO) employed full time. The BPO is responsible for providing the routine Preventative Maintenance to all equipment and facility structures at the school site and completes daily work requests and work orders. The BPO is under the supervision of the site Principal and the Director of Property Services. The site custodians are hired by and under the supervision of the site Principal, with the exception of Kotzebue.

### **MAINTENANCE WORK REQUESTS:**

The maintenance work request form should be completed by the person requesting the service, reviewed by the Principal and if approved, given to the Building Plant Operator.

### **WORK ORDERS:**

Work orders generally refer to work that need to be performed on the facilities, mechanical systems and equipment. The site Principal or Property Services Office, in Kotzebue, generates the work orders.

### **WORK TASKS:**

Work tasks are descriptions of routine preventative maintenance work on the facilities, mechanical systems and equipment. These work tasks are generated by the Maintenance Program for each site and are done monthly, quarterly, semi-annually and annually.

### **REMODELING AND RENOVATIONS REQUESTS:**

Remodeling and renovation needs should be written up by the Principal and forwarded to the Director of Property Services. These requests will be reviewed by the Director and comments returned to the Principal (comments will include project cost information, availability of funding and projected project start dates).

### **MONTHLY REPORTS:**

A monthly report is filled out at the end of each month and sent to the Property Services Office in Kotzebue.

Maintenance Department

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