OTTAWA CATHOLIC SCHOOL BOARD

POLICIES AND PROCEDURES

POLICY: Facility Maintenance: Programs and Requests

Date Approved: January 4, 2005	**Last Reviewed:** 2021-2022
Dates of Amendment: January 27, 2015; March 24, 2016; May 24, 2022	
Cross Reference: Physical Changes to School Board Facilities; Pupil Accommodation: New Catholic Schools/Major Additions and Alterations; Theft and Vandalism; Facility Renewal – Schools	

POLICY:

1. The Board shall ensure that strategies and protocols are developed for the administration and execution of maintenance programs to Board facilities and schools.

ADMINISTRATIVE PROCEDURES:

1. The Planning and Facilities Department will ensure the development and implementation of maintenance programs.
2. On an annual basis, subject to budget considerations, the Planning & Facilities Department will develop and prioritize Planned Maintenance Programs.
3. The Planning and Facilities Department will develop maintenance programs and plans for regulatory inspections and maintenance of equipment and building systems.
4. Requests for routine maintenance and repairs will be submitted by the School Principal/Caretaking staff on the electronic Work Order system to the appropriate Plant District Supervisor for verification of need and action. The District Supervisor will allocate the work directly to a carpenter or refer it to the appropriate Maintenance Supervisor in the Planning and Facilities Department for action.
5. Emergency maintenance and repair requests will be communicated directly to the Maintenance Supervisor, Maintenance Clerk or the Coordinator of Maintenance in the

Planning and Facilities Department for action, as necessary, with a follow up electronic work order entered.

6. A phone number for emergencies will be clearly posted at the entrance door to each school and Board facility.

7. Refer to the Planning and Facilities Department Caretaker's Manual, Maintenance Manual and Principal's Guide - Planning and Facilities Department Services and Practices for specific procedures.