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*Rescinds Policy Number: EBG-R*

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Procedures for Requesting Maintenance and Upkeep of Buildings and Grounds:

1. Emergency maintenance (water, sewer, power, or heating failure): Report by direct call to the maintenance director.
2. Regular maintenance and upkeep: Principals should contact the maintenance director for all maintenance needs. If disapproved, the principal will be notified within one week with reasons for disapproval. If approved, the maintenance supervisor will schedule the work.
3. Summer maintenance (those items which, in the opinion of the principal or maintenance supervisor, can be done only when the students are not present): Regular work request forms should be used and submitted on or before April 1. These requests will be reviewed by the maintenance director. Principals will be notified of approved summer work requests by May 31. The maintenance director shall schedule all summer projects.

Construction Changes During Renovations/Repairs:

In order to make maximum use of all resources, principals are hereby notified that any change in buildings or grounds must be approved in advance by the maintenance director, director of business affairs, and superintendent. This means that any time principals wish to alter the buildings or grounds in any manner, they must have written permission to do so.

To carry out the above regulation, when principals have a need to alter buildings or grounds they should request approval for this change in writing to the maintenance director giving the changes requested, the reasons, and how they propose for this to be done. A decision will be made based on the wise use of facilities and on financing available to make the change. Everyone concerned will be notified in writing.

The above regulations are not to be confused with the requisitioning of maintenance and for upkeep for buildings and grounds.