

MAINTENANCE AND/OR REPAIR POLICY

ST. JOSEPH ACADEMY
(SJA)

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| Department: | Facilities |
| Number: | 500.2 |
| Effective Date: | 5/12/15 |
| Review Date: | October 2019 |
| Revised Date: | January 28, 2020 |
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- I. Policy: To establish the procedure to use when requesting maintenance and/or repairs.
- II. Procedures:
 - A. A work order must be filled out for maintenance and/or repair requests. Work orders can be obtained from the Receptionist, Immediate Supervisor or Facilities Department. Work orders may be filled out by the employee, but need to be signed by their immediate supervisor. Work requests may also be made online at maintenancerequests@sjamilwaukee.org, your supervisor must be cc'd on this request. The work request is considered valid once supervisor replies "approved".
 - B. General work orders will be completed within 24 hours. Structural changes to classrooms will be completed after discussion between the Facility Director and the Supervisor that approved the work order.
 - C. The Facilities Director will delegate work orders to staff. When the work order has been completed, it will then be returned to the Facility Director to be logged and filed.

Approved by: _____

President/CEO

Date

2/4/2020



MAINTENANCE WORK ORDER

Name: _____

Date: _____ Location/Room Number: _____

Requested Completion Date: _____ Best Time/Day to Perform Work: _____

Description Of Work Requested:

Supervisor's Authorization: _____ Date: _____

Business Office Authorization (If Necessary): _____ Date: _____

Work Completed By: _____ Date: _____