

Policy Title: Draft Maintenance Requests Policy

Date Created: 2/10/09

Review Date:

Policy Number: Facilities-4

Body of Origin: Caretaker

Review Authority: Caretaker, Facilities Committee

Purpose: To get unscheduled maintenance or repairs done

Policy Details: Work requests need to be in writing in order to allow the caretaker to make adjustments in the work schedule and to have a written record of what repairs were done.

Consequences for non-compliance: It doesn't get done immediately.

Related Policies and References: Maintenance Request Form (Facilities Form-2)