

REPAIRS

Requests for building repairs shall be made through the building principal. To provide for an effective building maintenance and repair program, orderly means for requesting routine maintenance or repairs shall be established. The procedure for making such requests is as follows:

1. Requests may originate with individual employees who observe a need for repairs.
2. Requests shall be made through the local building principal on prescribed forms.
3. Local building principals shall submit requests to the maintenance department.