

BUSINESS SERVICES

OPERATIONS

MAINTENANCE

REPAIRS

All requests for repairs shall be approved and forwarded to the district Maintenance Department by the principal/division head. Requests shall be thoroughly explained in writing on the work order request form.

Status reports shall be periodically issued to indicate the disposition of all requests.

In case of emergency, the Maintenance Department shall be notified immediately. (Emergency is defined as fire, flooding, electrical outage, or any situation that requires immediate attention for health, safety, and security.)

Each principal shall have an “emergency call list” available for after work hour emergencies including weekends and holidays.

If assistance from the Maintenance Department over a weekend period is needed, call the EMERGENCY PAGER NUMBER (909) 372-4226 and the weekend duty person will respond within a reasonable time. Follow the procedures outlined below:

- A. Give your name, position, telephone number at which you wish to be contacted, and a brief description of the emergency.
- B. A member of the crew will contact you at the telephone number you identified to determine the type of maintenance service you will need.
- C. On the next working day, contact the Maintenance Department and file a complete report.

Legal Reference: None

Revised: April 17, 2003 (4/19/88)