

MAINTENANCE AND REPAIR

A. Inspection

1. The Principal and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Principal with the appropriate custodial staff member shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

B. Reports

1. Reports of each inspection required in paragraph A1 and paragraph A2 will be made on the prescribed district form and forwarded to the School Business Administrator.
2. The Director of Maintenance will report to the School Business Administrator those repairs to be performed by the district staff and those that require the services of an outside contractor.

C. Repairs by District Staff

1. Any teaching staff member may prepare, on the prescribed form, a work order request for repairs and/or maintenance. All work order requests will be submitted to the immediate supervisor.
2. The School Business Administrator will assign a priority to those work orders to be performed by

district staff. The priority code will be:

- a. Emergency, for work that must be done immediately,
 - b. High Priority, for work that affects health or safety,
 - c. Normal Priority, for work that affects neither health nor safety, and
 - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.
3. Work scheduled to be performed by the district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
4. The work order form shall include, at a minimum, the following information:
- a. Name of the person making the request;
 - b. Date of request;
 - c. Location of repair,
 - d. A description of the work to be performed,
 - e. Scheduled date of completion, and
 - f. Signature of the Building Principal.

D. Repairs by Outside Contractors

1. When it appears to be necessary to utilize outside contracting services to effect a repair, the Principal, head custodian, and any other interested staff member will confer in the preparation of a job specification.
2. The Building Principal shall prepare a purchase requisition for submission to the School Business Administrator that indicates:
 - a. The recommended vendors (s),
 - b. The work required and its location,
 - c. The reason why the work cannot be done by district staff, and
 - d. The estimated cost as obtained from at least three contractors.
3. The Building Principal shall be responsible for supervising the conduct of the work.

E. Replacements and Improvements

1. The School Business Administrator will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required but not scheduled shall

be submitted to the Principal by the end of September on a budget form for consideration in next annual budget.

3. A comprehensive district maintenance plan shall be prepared in accordance with N.J.A.C. 6A:26A-3.1 in order to meet facility needs and comply with law.

Date: 10/27/08

MAINTENANCE AND REPAIR

The Board of Ed recognized that the fixed assets of this district represent significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26A-3.1 and 6A: 26A-3.2. A "comprehensive maintenance plan" means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measure; and prevent premature breakdown or failure of the school facility and its building systems.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A;26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A-4.1(b). The Executive County Superintendent, in accordance with the provisions N.J.A.C. 6A:26A-4.1(c), may not approve the school district's budget if the required annual maintenance budget is not included in the budget certified for taxes. Maintenance and repair requests shall be processed in accordance with the procedures as outlined in Regulation 3510.

Required for School Districts with Three or More District Building

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 3510.

N.J.S.A. 18A:18A-43; 18A:21-1
N.J.S.A. 6A:23A-6.9; 6A:26A-1.1 et seq.

Date: 10/27/08