



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5200

PAGE: 1 OF 5

CATEGORY: **Support Services, Maintenance**

EFFECTIVE: **1-29-62**

SUBJECT: **General Maintenance of Buildings,
Grounds, and Equipment**

REVISED: **7-08-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing district maintenance services.
2. **Related Procedures:**
 Request for maintenance service 5205
 Service and repair of office machines 5350

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D-2000, D-6000, E-2050, E-2100, E-2200, E-2350, E-2400, E-2500, E-2550, G-2000, G-3000, H-7900, H-7920, I-1350; Education Codes 1266-69.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance, Operations, Warehousing and Distribution Department; Facilities Management and Procurement; Business Services Division; Administrative/Operational Support.
2. **The Maintenance, Operations, Warehousing and Distribution Department** is responsible for servicing and repairing all district-owned property and equipment and for notifying sites when items are not repairable or are uneconomical to repair. When involved, the Maintenance, Operations, Warehousing and Distribution Department notifies the Materiel Provisioning and Procurement Department, Business Services Division, of any transfer of accountability affecting equipment.
3. **Funding** for authorized service and repair is established in the district's maintenance budget.
 - a. **Nonstandard equipment.** District maintenance funds will not be used to maintain nonstandard equipment (items not in the standard equipment catalog) or standard items in excess of the quantity of formula allowance established by the Equipment Standards Committee. This also applies to all Code "3" items (items purchased that will not be maintained with district maintenance funds). Discretionary funds may be used to maintain such equipment. (The revolving cash fund procedure should be used to charge the cost to discretionary funds.)
 - b. **New construction.** Buildings and furnished equipment *less than one year old* usually are covered by guarantee under terms of the construction contract; deficiencies should be called into the Maintenance, Operations, Warehousing and Distribution Department Work Order Desk.

4. **Loaner equipment** needing repair should be returned to the loaning office for initiation of a repair request.
5. **Types of Maintenance Service Available**
 - a. **Budgeted maintenance programs.** Certain maintenance programs are established annually in the district's maintenance budget, including cleaning and servicing heating equipment, repairing roofs, dimmer boards, refrigerators, and electric motor service.
 - b. **Requests for service.** Proposals by schools for capital outlay or other non-maintenance funded work of a nonemergency nature that cannot be handled under a routine maintenance procedure are submitted on a "Request for Maintenance Service" (E.4., Procedure 5205).
 - c. **Utility services.** Service or repair of utilities, including telephones, is requested by contacting the Maintenance, Operations, Warehousing and Distribution Department Work Order Desk and giving a detailed description of the situation. Telephone service requests are submitted to the Maintenance, Operations, Warehousing and Distribution Department (Procedure 5625).
 - d. **Audiovisual equipment** (see D.4.)
 - e. **Emergency maintenance** includes any work on buildings, equipment, or grounds necessary to:
 - (1) protect students, staff, and the public from injury or loss of life and
 - (2) protect the district from severe loss or damage to property or serious disruption of the school program. These conditions must be reported to the Maintenance, Operations, Warehousing and Distribution Department immediately.
 - f. **Routine maintenance** (see D.2.)
 - (1) Routine maintenance service that school custodians are authorized to perform is covered in Procedure 5255.
 - (2) Buildings, grounds, and nontransportable equipment repairs are handled through a maintenance work order initiated by the building services supervisor, principal, department head, or designee, who telephones the Maintenance, Operations, Warehousing and Distribution Department Work Order Desk and gives a detailed description of the situation.

- (3) Portable equipment not specifically included in other procedures that is transportable by one person, not wired or piped direct or otherwise rigidly secured, and usually weighing under 100 pounds is handled by the building services supervisor or other person designated by the principal or department head, with an "Equipment Repair Order" (E.2., see D.3.).
 - g. **Scheduled periodic maintenance.** Maintenance service calls are made annually to repair and service instructional typewriters for secondary school typing classes. (For office/secretarial typewriters, refer to Procedure 5350.)
 - h. **Mobile maintenance trailers.** Each school site is visited about three times a year by a mobile maintenance team, which performs routine and preventive maintenance.
6. **Regulations Governing Maintenance and Operations Personnel**
- a. **Sign-in and sign-out required.** All maintenance and operations personnel performing work at school sites during normal school hours are required to sign in at the school site when they arrive to start work and to sign out when they leave the site. Sign-in sheets normally are located in the main office.
 - b. **Advance notice of work to be performed.** For certain projects, including the following, sign-in is not required; however, the leadperson should notify the principal in advance that there will be maintenance personnel on site for:
 - (1) Major remodeling projects and routine painting.
 - (2) Work on grounds areas, including fencing, playground equipment, paving, and all work involved in moving portable buildings onto or away from a school site.
 - c. **Identification badges.** All maintenance, operations, warehousing and distribution personnel are provided and are required to wear identification badges.

D. IMPLEMENTATION

- 1. **Emergency Maintenance (Buildings, Grounds, or Equipment).** Site administrator or designee telephones Maintenance, Operations, Warehousing and Distribution Department immediately.

2. **Routine Maintenance**

- a. **Building services supervisor, site administrator or designee** calls Maintenance, Operations, Warehousing and Distribution Department Work Order Desk directly or submits a "Work Order Discrepancy Form" (E.3.) listing each routine maintenance repair item, description, and location; sends form via school mail to Maintenance and Operations Center.
- b. **Maintenance work processing clerks** initiate computerized work orders and distribute them to maintenance programs; return "Work Order Discrepancy Form" (E.3.) to site with assigned work order number for each item listed.

3. **Equipment Repair Order**

- a. **Building services supervisor** or representative assigned by site administrator fills out "Equipment Repair Order" (ERO, E.2.); retains pink copy; attaches ERO to item; sets item out for pick-up by district delivery service. **Note:** *Paperwork must come with the item.*
- b. **District delivery service** transports item to Equipment Repair Office, Equipment/Safety Services Program, Maintenance and Operations Center, for inspection.
- c. **Equipment Repair Office or AV repair shop**
 - (1) Determines need for repair or replacement.
 - (2) Returns repaired item to sending site via district delivery service.
 - (3) Initiates Equipment Transfer Document (ETD, E.5.) if item is not repairable.
 - (a) **Materiel Control Section** processes ETD to have item removed from inventory.
 - (b) **Site** processes nonstock for replacement of item.

4. **Audiovisual Equipment for Emergency or Scheduled Preventive Maintenance**

- a. **Site** sets out material for pick-up by district delivery service, with "Equipment Repair Order" attached, as outlined in D.3.a.; on ERO marks such equipment "AV REPAIR."

SUBJECT: **General Maintenance of Buildings,
Grounds, and Equipment**

NO: **5200**

PAGE: **5 OF 5**

EFFECTIVE: **1-29-62**

REVISED: **7-08-99**

- b. **District delivery service** transports item to AV repair shop.
- c. **AV repair shop** proceeds as outlined in D.3.c.

Note: AV equipment on loan from IMC and requiring repair should be returned to loaner pool with request for replacement; IMC initiates repair request.

- 5. **Custodial/landscape equipment** listed below is returned via custodial/landscape truck, with "Equipment Repair Order" attached as outlined in D.2.: power equipment (buffers, edgers, mowers, renovators, sprayers, vacuum cleaners), eraser cleaners, electronic meters, hand mowers or trimmers, and hand spreaders.

E. FORMS AND AUXILIARY REFERENCES

- 1. Work Order (WO), Maintenance, Operations, Warehousing, and Distribution Department form.
- 2. Equipment Repair Order (ERO), Stock No. 22-E-7575.
- 3. Work Order Discrepancy Form; Maintenance, Operations, Warehousing, and Distribution Department form.
- 4. Request for Maintenance Service, Stock No. 22-R-3250.
- 5. Equipment Transfer Document, generated by Materiel Provisioning and Procurement Department.

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education