

POLICY RELATING TO SUPPORT OPERATIONS

MAINTENANCE, REPAIRS AND RENOVATIONS

The Wachusett Regional School Committee recognizes the need to provide an appropriate learning environment. In order to ensure that this is accomplished, a repair agenda shall be developed by the Superintendent and maintained for each facility and the District. The agenda shall be provided periodically to appropriate staff. A system for prioritizing the repairs shall be established. Safety and health violations shall be given the highest priority by the District.

The responsibility of administrative units will be clearly defined for providing different types of repairs, maintenance, and renovations of buildings and properties.

Routine repair and maintenance work shall be undertaken in a timely manner. Procedures for requesting and monitoring such repairs shall be developed.

Preventive maintenance shall be used to extend the lifespan of all buildings and properties and shall be performed on a regularly scheduled basis.

Emergency requests for repair, maintenance, or renovation shall be given immediate attention. Procedures shall be developed for detecting and communicating, in a timely manner, the need for such repairs.

Discretionary facility repairs and alterations not a part of the District's annual priorities, capital improvement program or preventive maintenance program, will be the province of the budget component manager to plan and budget.

Maintenance, repair, or minor renovation requests will be accomplished by District staff when feasible and appropriate. Additional staff or qualified contractor(s) shall be hired to complete major renovations as appropriate to complete required work.

First Reading: 9/16/96
Second Reading: 10/15/96

Amendment First Reading: 06/10/02
Amendment Second Reading: 07/08/02