

MAINTENANCE

The Edmond Public Schools employ a maintenance staff that functions under the director of plant services. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the office of maintenance supervisor. In case of an emergency, the employee should report the event by telephone to the maintenance supervisor or the director of plant services. For emergencies, a work order will be completed at the maintenance office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of plant services.

Whenever possible, major facility alterations and additions are scheduled for summer or during extended non-school periods.

Maintenance and Operation of the Plant (5510.1)

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep all facilities, buildings, and equipment attractive and in good repair.