

REGULATION

BAYONNE
SCHOOL DISTRICT

PROPERTY

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Maintenance and Repair

R 7410 MAINTENANCE AND REPAIR

A. Inspection

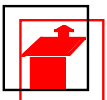
1. The head custodian shall inspect the facility daily for proper functioning and cleanliness in critical areas.
2. The principal with the head custodian shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.
3. Safety inspections of the facility will be made in accordance with Regulation No. 7430.
4. Health and sanitary inspections of the facility will be made in accordance with Regulation No. 7420.

B. Reports

Repairs required between inspections may be reported to the principal by any staff member. The principal will report to the Superintendent 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. The principal will 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 who will forward the work order to the Superintendent of Buildings and Grounds.
2. The Superintendent of Buildings and Grounds will schedule the repair stated in the work orders to be performed by district staff.
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 the following information:



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- a. Location of repair,
- b. Work to be performed,
- c. Scheduled date of completion, and
- d. The signature of the Superintendent of Buildings and Grounds or Repair Foreman.

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 Superintendent of Buildings and Grounds shall prepare a purchase requisition for submission to the School Business Administrator that indicates

- a. The recommended vendor(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.

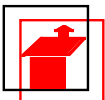
3. The Superintendent of Buildings and Grounds shall be responsible for supervising the conduct of the work.

E. Replacements and improvements

1. The Superintendent of Buildings and Grounds 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 or the Superintendent by the end of September on a budget request form for consideration in the next annual budget.

3. A comprehensive district maintenance plan shall be



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prepared every five years in accordance with N.J.A.C. 6:8-4.9(a)7 in order to meet facility needs and comply with law.

4. Recommended improvements not included in the comprehensive plan will be presented to the principal in the form of a report describing the need and the affect it will have on the educational program or the costs of operation.

Adopted: 28 July 1997



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