

SASKATCHEWAN RIVERS SCHOOL DIVISION

FACILITIES REPAIR/MAINTENANCE REQUEST DOCUMENT

The intent of this document is to identify requests required in the plant operation and maintenance program for the upcoming year.

The exercise will involve the following:

1. Principal will meet with Supervisor of Facilities to review facility needs and program.
2. Review of facility by school administration and head caretaker.
3. Review of facility by Saskatchewan Rivers School Division Maintenance Department personnel.
4. Information will be compiled, prioritized and costed by Supervisor of Facilities.
5. Rational document to be complete and submitted to the Facilities Supervisor by December 19.

Please use the following criteria to assist in reviewing program and facility needs:

1. Health/Safety
2. Required maintenance
3. Program enhancement
4. School furnishing

Approved requests will be undertaken by the Maintenance Department throughout the year, with the majority being completed over the summer months when school is unoccupied.

Minor Repairs that are ongoing should be identified by using the FAME online service request system.

This document identifies four levels of requests:

- A. Major Repairs/Renovations
- B. Minor Repairs/Renovations
- C. Furniture
- D. Other

Major Repairs/Renovations

Identify 1-5 items in your facility that might be considered for approval. These items will be at a value exceeding \$4,000. Examples may be, replacement of flooring, painting (interior/exterior), mechanical system replacement, addition of program space, roof replacement etc..

Room #	Description	New/Replace	Priority (1-6 with 1 being high)

Provide added information, if needed.

Minor Repairs/Renovations

Identify 1-10 items that would be considered for approval that are of a minor nature and a value less than \$4,000. Minor repair items may include: Floor replacement in small area of classroom, painting small area of classroom, minor renovation to small area, minor hardware replacement/repair.

Room #	Description	New/Replace	Priority (1-6 with 1 being high)

Please attach additional information, if required.

Furniture

Identify school furniture items required for normal replacement and/or additional program needs. Furniture items may consist of file cabinets, desks, chairs etc.

Note: small numbers of lockers can be identified here; larger numbers should be addressed as a major request due to cost.

Room #	Description	New/Replace	Priority (1-6 with 1 being high)

Other

This is somewhat of a catch all to cover minor items such as chalk and tack board requirement and small millwork items.

Room #	Description	New/Replace	Priority (1-6 with 1 being high)