

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95****REVISED: 6/13/18****SUBJECT: Maintenance and Operations****PAGE: 1 of 1**

Maintenance of the facilities of the San Diego County Office of Education (SDCOE) is the responsibility of the director of Maintenance and Operations. Site administrators and program managers are responsible for maintaining off-site facilities of SDCOE. Minor repairs, remodeling, and maintenance may be performed by maintenance and operations employees as directed and in compliance with collective bargaining agreements. Major repairs, maintenance, and construction shall be performed by licensed independent contractors. SDCOE uses a deferred maintenance plan to schedule major tasks such as roofing, painting, heating and air conditioning, plumbing, and electrical work.

A system for requesting maintenance, custodial services, warehouse services, room set-up with equipment, and other services has been developed to ensure compliance with applicable laws, codes, ordinances, regulations, and SDCOE standards. The School Dude Maintenance Work Order Request should be completed including the date, time, and type of work required, with diagram(s) of set-up for rooms and equipment. Requests must be signed by a director; a division assistant superintendent must approve the request if facilities structural changes are needed. The Maintenance and Operations Section, room 212, must receive signed form at least 72 hours in advance of desired service date. Requests are processed in order of priority, taking into account special circumstances, funding, availability of labor, etc.

Board Policy: 3000**Derivation: Adopted 9/13/95. Amended 6/13/18.**