

**MAINTENANCE**

**POLICY:**

It shall be the policy of the Lake Stevens School District that all routine maintenance be handled through the office of the Supervisor of Transportation and Maintenance. Building Repair Request Forms are required for all but emergency maintenance. The Building Repair Request Form must follow any emergency maintenance as soon as possible.

All requests for maintenance which constitute an improvement or remodeling of an existing facility must have the approval of the Board of Directors. Requests for such work should be routed through the office of the Superintendent of Schools.

**MAINTENANCE**

**PROCEDURES:**

1. A copy of all routine maintenance forms noting the disposition of the request will be returned to the originator.
2. A copy of routine maintenance requests will be given to the Superintendent.