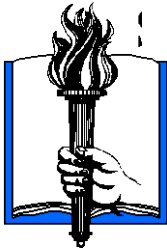


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Procedure For Maintenance Requests	Descriptor No: AD BO3	Effective Date: 10/91
Revised: 9/93; 8/99; 10/04; 6/08; 2/14; 7/14; 7/19		

1 Requests for services of the maintenance department should follow the procedure below:

- 2
- 3 1. The principal of each building must approve the work order in Skyward. (In the case of
- 4 the Central Office, Administration will approve on-line). The Maintenance Supervisor
- 5 will review the requests; principals will be notified in writing if a request is denied.
- 6
- 7 2. The Maintenance Supervisor will assign work orders to maintenance personnel.
- 8
- 9 3. Emergency calls (such as heat, air, running water, security system, etc.) should be called
- 10 in immediately to the technician assigned to the school or the maintenance office. Once
- 11 the emergency is repaired, the technician will complete the work order.
- 12
- 13 4. Work orders are completed as soon as possible; however, emergencies occur and due to
- 14 the high volume workload, delays are inevitable. Most work orders should be completed
- 15 within a two-week time frame. Carpentry and/or projects are the exception.
- 16
- 17 5. Once a work order is entered at the school level and approved by the principal or assistant
- 18 principal, the maintenance department will process. Once the work order is complete, the
- 19 originator of the work order will receive a completed confirmation email.
- 20
- 21 6. Emergency calls after school hours may be made to Larry Willeford.
- 22

23 Related Board Policy: 3.200