

Administrative Procedures for Maintenance

The staff member wishing any maintenance or repair work on district facilities should complete the online request form using the Maintenance Direct Program (SchoolDude).

1. The staff member wishing any maintenance or repair work on district facilities should complete the online request form using the Maintenance Direct Program (SchoolDude).
2. The request will be routed online to the building principal for approval.
3. After the maintenance request has been approved by the building principal, it will be routed online to the maintenance office.
4. The maintenance **director** will make the appropriate work assignments. The originator of the request can monitor the progress of the work through the Maintenance Direct Program (SchoolDude). An email notification will be generated when the work request is complete or when a change is made to the status (approved, declined, duplicate, complete).

Approved: 8/93

Revised: 04/16/01, 05/14/15