WORK ORDERS

Document ID: 9.1.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 1/17/2019 Date Created: 8/1/2010

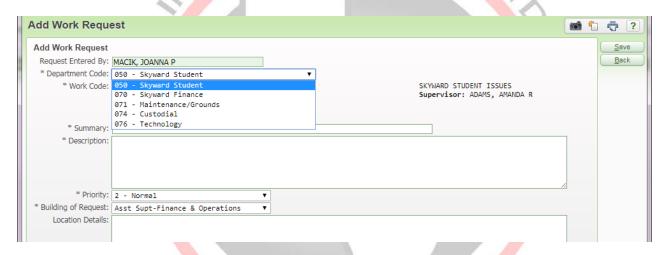
Overview

The District utilizes Skyward for its work order requests. The system routes each work request to the appropriate department (business office, teaching and learning, maintenance, custodial, grounds, and technology).

The District uses the work order system to facilitate and expedite work order requests, create work schedules, and to determine urgency or problems and projects. It is imperative that the system be used.

Please utilize this for any and all repairs routed through the *grounds, maintenance*, and *technology* department.

Please follow all prompts when entering a work request. If you have trouble completing any part of a work order please call the *business office* for assistance.



MAINTENANCE KEY ISSUANCE

Document ID: 9.2.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 7/24/2017 Date Created: 8/1/2010

District Policy on Key Issuance

The District has incurred costs to ensure building safety and security for our staff and students.

Beginning in the 2014-2015 school year all keys will be administered by the *maintenance department*. Issuance and returning of keys will be done at the *maintenance office*. All keys issued to new or existing staff will be stamped with a number on the key and must be signed for by the key holder. Key requests are approved by the *maintenance supervisor*

MAINTENANCE KEY ISSUANCE

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and the *superintendent* or *assistant superintendent*. Supervisors will be made aware of any key issues prior to the key being assigned.

Staff members are NOT allowed to loan out their key to anyone else.

Upon the exit of an employee, keys must be turned in to the *maintenance department* and signed back in; this is required to receive a final paycheck.

If a key is lost, depending on the severity, the course of action will be determined by District administration.

Employee badge access controls are administered by technology (see section 17.4.0.1).

WAREHOUSE REQUISITION

Document ID: 9.3.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 1/18/2019 Date Created: 8/1/2010

Warehouse Requisition

Items purchased in bulk by the District are stored in the warehouse located at the West ISD Support Building at 406 W. Shook St. To submit a bulk purchase request, enter a requisition made out to 'warehouse'. When this is received in the business office, the order will be placed for delivery. Journal entries for internal costing of these orders occur monthly to change campus / department budgets. Costing is based on the first in/first out method.

Items the Warehouse Carries

- 1. Custodial Supplies
- 2. Water
- 3. Copy Paper

Enter a Warehouse Requisition:

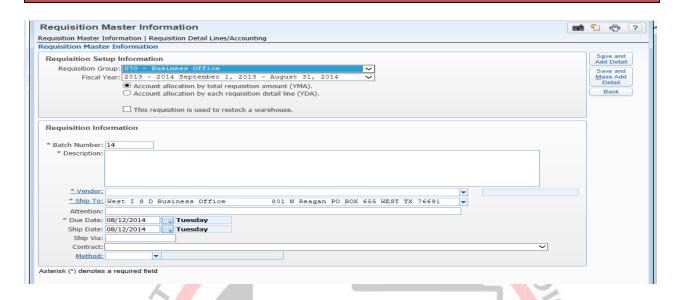
Choose Purchasing	
Requisitions	
Select Add to the right of your scree	en

WAREHOUSE REQUISITION

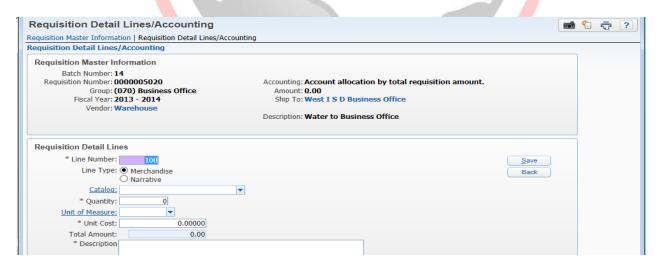
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- Make sure you have the right requisition group (if you are only assigned to one requisition group it will default to that group) ☐ Add delivery instructions
- ☐ Use the pull down menu to select your building
- Click Save to add detail line items
- Choose the amount of the selected item needed in the bottom section
- ☐ Click Save Item Selection Info
- Select Add Account Distribution it will take you to this screen to choose the account to use
- ☐ Click Save Account Distribution



☐ When complete and all areas are verified, click Submit For Approval

UTILITIES

Document ID: 9.4.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 1/18/2019 Date Created: 8/1/2010

Overview

The District dedicates large amounts of capital to provide electricity, natural gas, and water for District use. The state requires that Districts make plans to decrease utility usage each year. Below are some tips that could help ensure that the District meets its goals.

☐ <u>TURN OFF LIGHTS IN AREAS NOT IN USE</u>			
☐ Most facilities are equipped with automated HVAC controls. These have been present			
by maintenance in order to maintain a comfortable condition for staff and students			
If a heating or cooling issue arises make sure to turn in a work order. If for some			
reason the HVAC controls must be overridden please return them to the			
preprogrammed status as soon as possible.			
Report issues involving utilities as soon as they are discovered			
Turn off refrigerators when not in use and unplug during summer hours			
☐ Do not leave doors propped open			
_ so not leave at a first a first			
Restricted Items			
Due to the District's utility usage, insurance requirements and state fire codes, it has			
become necessary <mark>to</mark> restrict the u <mark>sage of certa</mark> in items. Theref <mark>or</mark> e, the f <mark>oll</mark> owing are NOT			
allowed in the clas <mark>s</mark> room.			
☐ Scentsy warmers and accessories			
☐ Furniture (in <mark>cluding sofas, tents, and pa</mark> tio furniture)			
☐ Space heaters			
☐ Refrigerator			
☐ Coffee / tea makers			
☐ Crock pots			
☐ Lamps			
Microwaves			
CLASSDOOM MAINTENANCE			

Document ID: 9.5.0.1

Approval: CFO Document Owner: Maintenance

Date Created: 8/1/2010 Date Revised: 1/24/2019

No paint, tape, staples, hot glue, or any other items that will deface the wall upon removal may be used anywhere in the District, of any kind, is not allowed by anyone except maintenance.

Defacing or altering District property is not allowed and could result in disciplinary action.

Sticky tack and painter's tape are the only items approved to be used on walls.

CLASSROOM MAINTENANCE

Document ID: 9.5.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 1/24/2019 Date Created: 8/1/2010

The District has painting schedules that are carried out every summer. These schedules change as building walk-throughs occur in the spring. If staff know of an area that has particular needs, please submit a work order.

Please be aware all liquids poured down science lab prep sinks should be approved by administration.

ASBESTOS MAINTENANCE

Document ID: 9.6.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 3/28/2016 Date Created: 8/1/2010

The *maintenance supervisor* is the asbestos coordinator for the District. The records are kept in the *maintenance* office in accordance with requirements.

SAM'S CLUB PURCHASE PICK-UP

Document ID: 9.7.0.1

Document Owner: Maintenance Approval: CFO

Date Revised: 2/25/2019 Date Created: 9/1/2017

The maintenance department makes trips to Sam's Club every Tuesday. They pick up any and all Sam's Club purchases made on the District Sam's Club credit card. This method is utilized in order to keep campus and department staff in-District performing their designated job duties.

WEST, TEXAS