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## **MAINTENANCE SPECIAL PROJECTS (MNO-P003)**

WENATCHEE SCHOOL DISTRICT

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### **1.0 SCOPE:**

- 1.1 This procedure describes the process for requesting in-house Maintenance Special Projects.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

### **2.0 RESPONSIBILITY:**

- 2.1 It is the responsibility of the Maintenance Supervisor to oversee the steps of this procedure.

### **3.0 APPROVAL AUTHORITY:**

- 3.1 The Maintenance Supervisor

### **4.0 DEFINITIONS:**

- 4.1 Special Project—Partial or total renovation of capital assets already incorporated into the buildings or grounds. To be funded by the Maintenance Department, or funded by the building. These projects must be requested in writing by the deadline set by the Maintenance Supervisor and are not to be requested on the SchoolDude system.
- 4.2 Small Works Roster—A book of licensed/bonded contractors that would like the opportunity to bid on any projects within the District based on their ability.

### **5.0 PROCEDURE:**

- 5.1 The need for a Special Project is identified through the following individuals:
  - 5.1.1 Maintenance Supervisor
  - 5.1.2 Maintenance Inspection Team (MIT)
  - 5.1.3 Building Administrator
- 5.2 Any purposed projects identified by the building's administrator must be sent in writing to the Maintenance Department in list form by the set deadline.
  - 5.2.1 If the deadline is not met, the requests need to be submitted again the next year for consideration.
- 5.3 The Maintenance Supervisor reviews all requests by site and prioritizes a list based on the following factors:
  - 5.3.1 Safety
  - 5.3.2 Environment
  - 5.3.3 Education
  - 5.3.4 Comfort

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- 5.4 The Maintenance Supervisor then creates a prioritized master list that includes all sites based on:
  - 5.4.1 Priorities of each site
  - 5.4.2 Budget constraints
  - 5.4.3 Timeline
- 5.5 The Maintenance Supervisor then selects the Special Projects for the next year.
  - 5.5.1 If a requested project is not chosen, that building is notified and he administrator receives an explanation why it could not be done.
    - 5.5.1.1 If funding is the reason for rejection, the building's administrator may offer to fund the project. The request may then continue to receive consideration for selection.
- 5.6 Once the Maintenance Supervisor defines the scope and specifications of the work to be done, the Maintenance Supervisor will determine whether it will be conducted in-house or subcontracted.
  - 5.6.1 If subcontracted, see Washington State WAC regulations.
- 5.7 If the project is to be completed in-house, the Maintenance Supervisor assigns responsibility to the appropriate department.
- 5.8 The SchoolDude Manager generates and issues a hard copy work order. (See MNO-P001.)
- 5.9 The Maintenance Department notifies the building of the project timeline.
- 5.10 The Maintenance Department begins work on project, and appropriate documentation is received from the tradesman working on the project. (See MNO-P001.)
- 5.11 The Maintenance Supervisor inspects the project for completion.
- 5.12 Data is entered in SchoolDude, and the paper copy of the work order is discarded.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Electronic and hard copies of work orders

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### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Electronic copy of work order on SchoolDude	SchoolDude computer program	Always in system	Not applicable; always in system	Schooldude.com
Paper copy of work order	None	None	Discarded as desired	None

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev:</u></b>	<b><u>Description of Revision:</u></b>
04-May-01	A	Original Release
20-Dec-05	B	Updated reference to hard copies of work orders and replaced ACT references to SchoolDude; deleted flowchart

**\* \* E n d   o f   p r o c e d u r e \* \***