

## FACILITIES

Policy 702-R  
(previously Policy 902-R)

### Facilities Maintenance and Operations

#### Service Requests

1. All non-emergency maintenance services work is carried out in response to service requests processed through the web-based District electronic maintenance management system.
2. Emergency work will be undertaken as expeditiously as possible, with a service request raised at the earliest convenience.

#### Rotating Maintenance Service Crews

1. Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
2. Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
3. Where rotating service is provided, crews work on a schedule to ensure all schools have been visited once before any is visited again. Because schedules are subject to





References: School Act Sections 20, 22, 23, 65, 74, 85  
WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Adopted: 05 March 1990  
Revised: 22 February 2023